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SECRETARY OF THE AIR FORCE**

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Security

***LAW ENFORCEMENT MISSIONS AND
PROCEDURES***

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This handbook provides information on the law enforcement mission of security police forces; an overview of jurisdiction and authority, functions, and procedures. It provides guidance on patrol procedures, accident investigations, response to emergency situations, search techniques, and US Customs operations.

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Chapter 1

SECURITY POLICE MISSION AND RESPONSIBILITIES

1.1. Mission Statement. The security police (SP) squadron protects the Air Force combat capability of assigned forces both at the home base and at the deployed location. The squadron maintains law and order on the installation by:

- 1.1.1. Developing and maintaining a viable detection program.
- 1.1.2. Organizing, equipping, training, and administering forces to participate in prompt and sustained operations.
- 1.1.3. Providing ground weapon training and maintenance including munitions management, and range and weapon maintenance.
- 1.1.4. Managing the installation information security, resource protection, crime prevention, and security programs. The security police mission varies based on each Air Force installation's mission, geographic location, and specific security and law enforcement requirements.

1.2. Security Police Personnel. To maintain law and order security police must adhere to a code of conduct. The very nature of security police duties demands discretion, sound judgment, tact, and maturity. People judge security police by the manner in which they perform their duties. Security police must have mental and physical ability to secure and protect Air Force resources, enforce the law, and control prisoners. A successful security police unit requires personnel who are willing to assume these responsibilities. Fair and impartial enforcement of laws and procedures is critical to any successful police operation. Security police set the example for appearance, conduct, efficiency, military bearing, customs, and courtesy. Security police integrity and honor must be above reproach. The security police career field places high demands and standards on people empowered with a special trust--to enforce the law.

1.3. Security Police Creed. Our creed succinctly outlines the essence of what it takes to be part of the Air Force Security Police. Those who have succeeded in this career field have done so by applying these very words:

I am a member of the security police. I hold allegiance to my country, devotion to duty, and personal integrity above all. I wear my badge of authority with dignity and restraint, and promote by example high standards of conduct, appearance, courtesy, and performance. I seek no favor because of my position. I perform my duties in a firm, courteous, and impartial manner, irrespective of a person's grade, color, race, religion, national origin, or sex. I strive to merit the respect of my fellow airmen and all with whom I come in contact.

1.4. Duties and Responsibilities. While security police duties and responsibilities may vary from installation to installation, there are three general orders that have universal application:

- 1.4.1. Take charge of your post. Take charge of your post by securing and protecting personnel and property for which you are responsible until properly relieved. Define the number and limits of security police posts in duty or post instructions. These instructions outline specifics and provide limits of assigned duties. Security police must comply with their orders and instructions, and do so until relieved by proper authority.

1.4.2. Report all violations. Report all violations of orders you enforce. Apprehend violators when appropriate. Security police must notify the law enforcement desk of any apprehension and detain the person until assistance arrives. Unforeseen circumstances may arise that are not covered by instructions. In those situations, security police must act in their best judgment and immediately contact their supervisor for instructions.

1.4.3. Sound the alarm. Give the alarm in case of disorder or emergency. Security police must immediately report any unusual event that may threaten the security of the installation, endanger life or property. They must take reasonable steps to counteract threats to life and property. Simultaneously, security police must maintain the security of their post and remain vigilant for other violations throughout the emergency.

1.5. Law Enforcement Within A Security Police Organization. In any security police unit there is an operations echelon, typically a flight. The operations flight provides the wing with operational law enforcement, corrections, investigations, patrols, entry control, and priority resource protection. The following paragraphs describe authorized positions.

1.5.1. Operations Flight. The operations section provides leadership, management, technical support, and supervision for security of wing resources and law enforcement services. Although staffing varies from installation to installation, most sections include:

1.5.1.1. Operations officer

1.5.1.2. Operations superintendent

1.5.1.3. Weapons systems security superintendent

1.5.1.4. Law enforcement superintendent

1.5.1.5. Those sections profiled below pertain to law enforcement.

1.5.2. Law Enforcement. Manages the wide range of general law enforcement services provided to the wing.

1.5.3. Corrections. Provides prisoner confinement, processing, supervision, and program management.

1.5.4. Investigations. Primarily responsible for investigating crimes and incidents that require more detailed or specialized analysis. This section is also responsible for safeguarding crime scenes requiring release to the Air Force Office of Special Investigations (AFOSI). Investigators maintain chain of custody of property which is taken into evidence and dispose of the property after coordination with the staff judge advocate.

1.5.5. Base Patrols. Respond to emergencies and resource protection alarms, and perform crime protection through detection patrol of assigned areas. Patrols supervise traffic, investigate accidents, issue citations, and apprehend violators. Base patrols conduct building checks, fund escorts, and initial investigations of incidents not related to traffic. Patrols may assist the investigations section or AFOSI.

1.5.6. Desk Sergeant. Focal point for command, control, and communications for all element law enforcement functions. Responsible for operating the communications network, monitoring resource protection alarms, and documenting all incidents throughout the shift. The desk sergeant is the pri-

mary point of contact for the public; taking initial action regarding all reported incidents or emergencies.

1.5.7. Installation Entry Controller. Regulates vehicle and pedestrian entry at assigned posts. Personnel assigned to this duty authenticate requests for visitor entry, issue visitor passes, and enforce the installation traffic code. Entry controllers may search and inspect personnel and vehicles, as directed by higher authority. As Air Force ambassadors, installation entry controllers play a vital role on Air Force installations. Chapter 10 contains a detailed description of the installation entry control function.

1.6. Duty Schedule. Normally a four element system is used to schedule both law enforcement and security force members for a “6 and 3” (work six days - off three days). Commanders determine unit element schedules based on unit needs. Consider the following basic requirements when developing element schedules.

1.6.1. Element schedules must require, as a maximum, the normal eight (8) hour working period.

1.6.2. Element schedules must provide periods, other than scheduled time off, for the completion of proficiency and recurring training requirements.

1.6.3. Element schedules, as a matter of routine, should not require a 12-hour work period.

1.6.4. Element schedules should provide an uninterrupted sleep schedule.

1.6.5. Irrespective of the type of element scheduling used, it is important that posts and patrols be manned according to the post priority listing and that tours of duty and time off are commensurate with effective employment of law enforcement forces.

1.6.6. Scheduling. Post the element duty roster in a prominent place but consistent with sound OPSEC practices. The duty roster should show the schedule and post for at least the next duty day. This advance notice gives each person the opportunity to ensure they report for duty in the correct uniform with the proper equipment, and to make any other necessary preparations for the post they will have that day.

Chapter 2

GUARDMOUNT

2.1. Overview. Guardmount is a formal military formation and is the first call to duty for security police personnel. All members of the element draw their weapons from the armory and fall in formation at the designated time and place. During guardmount the element sergeant should accomplish an inspection. Guardmount provides the element leadership the opportunity to ensure personnel: (1) are fit for duty, (2) appearance is in compliance with directives, and (3) reporting for duty have the required equipment and that equipment is in good working condition.

2.1.1. Equipment of special interest to the element leadership should include: weapons and ammunition, flashlights, foul weather gear, and specialized equipment (e.g., flak vest, gas mask, and helmet). The element sergeant should use roll call to announce and officially assign all posts and disseminate information since this is (normally) the only time the entire element is together during any given tour of duty. Information disseminated may include:

- 2.1.1.1. Changes in procedures or new policy.
- 2.1.1.2. Noted discrepancies.
- 2.1.1.3. Upcoming appointments & commendations.
- 2.1.1.4. Pick-up or restriction orders.
- 2.1.1.5. Special emphasis on weapons and vehicle safety.

2.2. Conducting the Formal Open Ranks Inspection. When tasked to conduct a formal open ranks inspection, use the following procedures:

2.2.1. Initial Actions. At the previously designated time, the element sergeant will order the element to "FALL IN." The element will fall in and form three or four ranks, depending on the size of the element, with the squad leaders at the right flank of each rank.

2.2.2. Forming the Element. The element sergeant assumes a position six paces in front of and facing the element and gives the command, "REPORT." Each squad leader salutes and reports, "SIR/MA'AM, FIRST SQUAD (second squad, and so forth) ALL PRESENT OR ACCOUNTED FOR." or "SIR/MA'AM, FIRST SQUAD, AIRMAN BROWN ABSENT." The element sergeant returns the salute of each squad leader. After the report, the element sergeant gives the command, "PARADE, REST." He/she then executes an about-face, comes to parade rest, and waits for the inspecting official. As the inspecting official approaches, the element sergeant comes to attention, executes an about-face, and commands, "ELEMENT, ATTENTION." The element sergeant then executes an about-face and remains at attention until the inspecting official is three paces in front of and facing him/her.

2.2.3. Preparing for Inspection. As soon as the inspecting official is in position, the element sergeant salutes and reports, "SIR/MA'AM, THE ELEMENT IS FORMED." The inspecting official returns the salute and commands, "PREPARE FOR INSPECTION." The element sergeant executes an about-face and commands, "OPEN RANKS, MARCH." At this command, the first squad takes three paces forward, stops, and immediately executes a dress right dress movement. The second squad takes two paces forward, stops, and immediately executes a dress right dress movement. The third squad takes one pace forward, stops, and immediately executes a dress right dress movement. The

fourth squad stands fast and immediately executes a dress right. As the element is executing the open ranks movement, the element sergeant moves by the most direct route to the right flank of the first squad, one pace from and facing the first squad leader. The element sergeant then aligns the first squad by using voice command only. To look down the front and rear of the squad, the element sergeant executes sidesteps to the right and left. (Do not use your arms to aim or weave from side to side to align the squads.) After the first squad is aligned, the element sergeant executes a left face in marching and moves to the right flank of the second squad (one pace from and facing the second squad leader). The element sergeant then aligns the remaining squads in the same fashion as the first.

2.2.4. The Inspection. After the element is aligned, the element sergeant executes a right face in marching. He/she moves to a point three paces to the front of the first squad leader, halts, executes a left-face, and commands, "READY, FRONT." The element sergeant then executes a right-face, salutes, and reports, "SIR/MA'AM, THE ELEMENT IS PREPARED FOR INSPECTION." The inspecting official approaches the element sergeant by the most direct route and inspects him/her. After inspecting the element sergeant, the inspecting official directs the element sergeant to "ACCOMPANY ME." The inspecting official moves past the element sergeant's left shoulder toward the first squad leader. After the inspecting official is past, the element sergeant executes an about face and follows two paces behind. The inspecting official moves by the most direct route to a point immediately in front of the first squad leader. The element sergeant takes a position two paces behind and facing the inspecting official. The element sergeant records any discrepancies noted by the inspecting official. The inspecting official inspects each member of the element, beginning with the squad leader in the first rank. As the first squad leader is inspected, the element sergeant gives the command, "SECOND, THIRD, AND FOURTH SQUADS, PARADE, REST." Adjust this command based on the number of squads in formation.

2.2.5. Inspecting Other Squads. After inspecting the squad leader, the inspecting official executes a right-face in marching. He/she halts in front of the next element member, executes a left-face, inspects the next squad member, and continues the procedure down the first rank. The element sergeant follows the inspecting official by marching to a point directly in front of the last person inspected while still facing the inspecting official. After the inspecting official inspects the last element member in the first squad, he/she executes a right face in marching, moves to the rear of the first squad by the most direct route, and inspects the rear of the squad. The inspecting official does not pause while moving along the rear of the squad unless a discrepancy is noted. The element sergeant follows two paces behind the inspecting official. As the inspecting official approaches within six paces of the right flank of the formation, the second squad leader commands, "SECOND SQUAD, ATTENTION." The inspecting official, followed by the element sergeant, will proceed a few paces beyond the extreme right flank of the formation. At that point he/she will execute a wide turn before reentering the right flank of the formation to inspect the second squad. This maneuver accommodates the requirement for the element sergeant to remain in position behind the inspector and provides room to properly reenter the right flank of the formation.

2.2.6. Completion. As the inspecting official begins to inspect the second squad leader, the first squad leader commands, "FIRST SQUAD, PARADE, REST." Each squad leader follows this procedure. After the fourth (or last) squad is inspected, the inspecting official marches by the most direct route to a point six paces in front of and centered on, and facing the first squad. The element sergeant will follow two paces behind the inspecting official and stop three paces beyond the first squad, execute a left-face, and command, "ELEMENT, ATTENTION." The element sergeant then takes one pace forward, executes a right-face, and remains at attention. If the inspecting official has any

remarks to direct to the element sergeant or the element, he or she does so now. When the inspecting official makes remarks, he or she tells the element sergeant to place the element, at ease or parade rest. The element sergeant executes an about face, gives the appropriate command, executes another about face, and assumes the position of the command just issued.

2.2.7. Close Ranks. When the inspecting official completes his/her remarks, the element sergeant will come to attention, execute a left-face, and give the element the command, "ELEMENT, ATTENTION." The element sergeant executes a right-face and salutes the inspecting official, who, returns the salute. The inspecting official orders, "TAKE CHARGE OF THE ELEMENT," executes an appropriate facing movement, and departs the area. The element sergeant then executes an about face and gives the command "CLOSE RANKS, MARCH." At this command the first squad stands fast. The second squad takes one pace forward and halts. The third squad takes two paces forward and halts. The fourth squad takes three paces forward and halts. Once the squads complete their movement, each squad automatically covers and remains at attention. The element sergeant then commands, "Parade rest," or "At ease." At this point the element sergeant will brief the element, call roll, and pass on information pertinent to the coming tour of duty. At the completion of the guardmount briefing, the element sergeant commands, "element, attention." The element comes to attention and the element sergeant commands "Post." At the command "POST," the element executes an about-face and members promptly report to their assigned duty posts.

2.3. Conducting Guardmount Without An Inspection. There may be times when an inspection is not practical or possible. Nevertheless, guardmount is a formal military formation that you should conduct as outlined above. The only difference is no inspection (i.e., the element is still formed, information disseminated, and element posted according to correct protocol). Terminate guardmount without inspection the same as guardmount with inspection.

2.4. Conducting the Security Police Manual-of-Arms Inspection . The manual-of-arms inspection is one of the oldest military traditions. It is not part of guardmount, although it may be conducted in lieu of formal open ranks inspection on a random basis. Prior to the inspection, element members check out their assigned weapons from the armory. DO NOT LOAD any weapons with ammunition. Clearing supervisors must ensure all firearms used in the inspection are clear of ammunition. If an element member is armed with more than one weapon, only inspect one weapon.

2.4.1. Use the formal open ranks inspection procedures outlined above.

2.4.1.1. After the last squad is aligned, the element sergeant executes a "right face in marching," moves to a point three paces in front of the first squad leader and executes a "left face." The element sergeant commands "READY, FRONT," and then commands "INSPECTION ARMS."

2.4.2. Upon the command "INSPECTION ARMS," the second, third, and fourth squads remain at the position of attention. The first squad assumes the following "INSPECTION ARMS" positions, depending on the firearms carried.

2.4.2.1. M9: Assume the raised pistol position, safety or decocting lever in the Safe position, and finger not in the trigger guard.

2.4.2.2. M16, M203, M148, or GAU, M870, M590, or Assume the port arms position, selector lever on Safe, finger not in the trigger guard.

2.4.2.3. M60 or M249: Assume the port arms position, gun slung in the "cross body" position, weapon on Safe, finger not in the trigger guard. **NOTE:** Inform the armorer and clearing barrel official prior to weapons issue that you intend to conduct a weapons inspection. The clearing barrel official and armorer will insure no magazines or ammunition are placed in any weapons, specifically the M9 which is normally loaded at the clearing barrel. Following the inspection, personnel carrying the M9 will return to the clearing barrel to load the weapon.

2.4.3. The element sergeant executes a "right face," salutes the inspecting official, and reports, "SIR/MA'AM, THE ELEMENT IS PREPARED FOR INSPECTION." The remainder of the inspection is conducted using formal open ranks inspection procedures, except for the inspection of each individual. Just before the inspecting official centers on the person to be inspected, the person to be inspected must take the following action, based on the weapon to be inspected. **NOTE:** The "visual inspection of the chamber" or "cylinder" mentioned in each step below is conducted to ensure it is free of ammunition.

2.4.3.1. M9 Pistol. While maintaining the raised pistol position, lock the slide to the rear and visually inspect the chamber. The inspecting official takes the weapon, inspects it for cleanliness and defects, visually inspects the chamber, releases the slide forward, locks the slide to the rear, and returns the weapon to the element member.

2.4.3.2. M16 Series Rifles and Submachine Gun (GAU/GU). While maintaining the port arms position, lock the bolt to the rear, and visually inspect the chamber. The inspecting official takes the weapon, visually inspects it for cleanliness and defects, visually inspects the chamber, releases the bolt, locks the bolt to the rear, ensures the weapon is on safe, and returns the weapon to the element member.

2.4.3.3. M60 Machine gun. While maintaining the port arms position, open the feed tray and leave the bolt forward. Upon direction of the inspecting official, lock the bolt to the rear. The inspecting official takes the weapon, visually inspects it for cleanliness and defects, ensures the feed tray and chamber are free of ammunition, allows the bolt to move forward, locks the bolt to the rear, and returns the weapon to the element member.

2.4.3.4. M203/M148 Grenade Launcher. Same as the M16. In addition, open and lock the launcher tube in the forward position. Visually inspect the chamber area. The inspecting official takes the weapon, visually inspects it for cleanliness and defects, visually inspects the chambers, releases the rifle bolt and closes the launcher tube, locks the rifle bolt to the rear, opens the launcher tube, and returns the weapon to the element member.

2.4.3.5. M249 Squad Automatic Weapon. Same as the M60.

2.4.3.6. M870/M590/M12 Shotguns. While maintaining the port arms position, lock the fore-end to the rear and visually inspect the chamber. The inspecting official takes the weapon, visually inspects it for cleanliness and defects, visually inspects the chamber, closes the action, opens the action, and returns the weapon to the element member. **NOTE:** The second and subsequent squad leaders give the command "SECOND/THIRD/FOURTH SQUAD, ATTENTION," as the inspecting official approaches the respective squad leader. The squad then assumes the inspection arms position with respect to the weapon carried, as stipulated above. When the inspecting official is centered on the second squad leader, the first squad leader commands "FIRST SQUAD, ORDER ARMS." Upon this command, squad members take the following action, based on the weapon carried.

2.4.4. M9 Pistol. The element member will visually inspect the chamber, allow the slide to move forward, decock the weapon and place the decocking lever in the fire position, and holster the firearm.

2.4.4.1. M16 Rifle or GAU/GU Series Sub-machine-gun. Visually inspect the chamber, release the bolt, ensure the weapon is on safe, close the dust cover, and sling the weapon.

2.4.4.2. M60 Machine gun. Close the feed tray, ride the bolt forward, place the weapon on safe, and sling or ground the weapon.

2.4.4.3. M203/M148 Grenade Launcher. Same as M16. In addition, visually inspect the grenade launcher chamber, close the launcher tube, ensure the weapon is on safe, and sling the weapon.

2.4.4.4. M249 Squad Automatic Weapon. Same as M60 machine gun.

2.4.4.5. M870/M590/M12 Shotguns. Visually inspect the chamber, close the action, ensure the weapon is on safe and sling the weapon. **NOTE:** After each squad member has assumed the order arms position, the responsible squad leader commands, "PARADE REST. The remainder of the inspection is conducted the same as formal open ranks inspections.

Chapter 3

JURISDICTION AND AUTHORITY

3.1. Military Jurisdiction. Military jurisdiction is the authority, capacity, power, or right to act as applied to the military. This authority involves the right to charge a person with an offense, try him/her in a court, and make a final determination of his/her case through courts of appeal. There are three sources of military jurisdiction.

3.1.1. US Constitution. The US Constitution establishes a system of fundamental laws and principles that prescribe the nature, function, and limits of our government. Simply said, security police powers are Constitutionally founded. Our jurisdiction operates outside of the federal courts system. The efficient operation of military law requires a separate judicial system geared to military needs.

3.1.2. Federal Statutes. Laws passed by the US Congress that directly affect the Air Force are in Title 10 of the United States Code (USC).

3.1.3. International Law. Military jurisdiction derived from international law is difficult to define. However, civilized nations have observed certain rules in their relationships with each other and have established and agreed upon laws based on their relationship.

3.2. Jurisdiction Application. Jurisdiction applies to persons, places, and offenses.

3.2.1. Reciprocal Jurisdiction. Each branch of service of the armed forces has courts-martial jurisdiction over all persons subject to the code. The exercise of jurisdiction by one branch of service over personnel of another is a special case. The President shall prescribe directives to resolve these jurisdictional issues. Consult the staff judge advocate to determine which service will dispose of the case.

3.2.2. Person. Article 2 of the Uniform Code of Military Justice (UCMJ) states exactly who is subject to military jurisdiction. Those subject to military jurisdiction include:

3.2.2.1. Members of the regular component of the armed forces.

3.2.2.2. Cadets, aviation cadets, and midshipmen.

3.2.2.3. Members of the reserve components while on inactive training but in the case of the Army National Guard or the Air National Guard, only when in Federal service.

3.2.2.4. Members of the reserve components serving on active duty.

3.2.2.5. Retired, regular component members of the military entitled to pay.

3.2.2.6. Retired, reserve component members receiving military hospitalization.

3.2.2.7. Members of the fleet reserve and the fleet marine reserve.

3.2.2.8. Persons in armed forces custody serving a sentence imposed by a court-martial.

3.2.2.9. In time of war persons with or accompanying the armed forces in the field. However, this is only in time of war and subject to certain limitations.

3.2.3. Place. Article 5 of the UCMJ states that the UCMJ applies in all places. Not only does the code apply in all places, but there is no restriction on where the case may be heard.

3.2.4. Offense. The military has jurisdiction to prosecute any violations of the UCMJ committed by persons subject to the code whether the offense is committed on or off-base.

3.3. Jurisdiction Types. Three types of jurisdiction apply to military personnel.

3.3.1. Exclusive Jurisdiction. Exclusive jurisdiction gives the Federal government the exclusive right to prosecute offenses occurring therein. Generally, the military will dispose of all cases involving military personnel for offenses committed in areas of exclusive Federal jurisdiction. Civilians who commit offenses in areas of exclusive Federal jurisdiction will be turned over to civilian Federal authorities for disposition.

3.3.2. Concurrent Jurisdiction. Defined: A person who is subject to the code violates the code and the local criminal law. That act or omission could result in prosecution before a courts-martial, a proper civil tribunal, or in some cases, both. Under concurrent jurisdiction, a person subject to Article 2 of the UCMJ may be tried by courts-martial and by the local state civilian courts. There is rarely dual prosecution. Generally, Air Force policy precludes trying a person by courts-martial if convicted by a civilian court.

3.3.3. Proprietary Jurisdiction. The military exercises the rights of a property owner only. There has been no formal "Granting Away" of "Acceptance" by the federal government of criminal jurisdiction over purchased or leased land. The military does have criminal jurisdiction (UCMJ) over military personnel in these areas. Examples include the Air Force Academy and any recreational retreat areas.

3.4. Security Police Authority. Rule 302 of the Manual for Courts-Martial and Article 7b of the UCMJ, give security police authority to apprehend any person subject to trial by courts-martial if the security police member is executing police duties. Security police have four authorities: To detain, apprehend, report, and correct.

3.4.1. Detaining or detention is a term used for dealing with civilians or other personnel not subject to Article 2 of the UCMJ.

3.4.2. Apprehension is the equivalent of "arrest" in civilian terminology. It means taking a person into custody. The same rules apply to detention and apprehensions (examples include use of force and questioning techniques). If a person on base is in civilian clothing (not easily identifiable as a military member) violates the code, detain, and verify their status. If the detainee is a military member, and it is appropriate, apprehend. Any person may report an offense subject to trial by court-martial.

3.4.3. As security police, your responsibility to report includes a requirement to prepare or present an official detailed account of violations of the UCMJ to the proper authorities.

3.4.4. Additionally, you have the authority to correct, caution, or warn a member of the armed services for minor infractions of laws and regulations. Keep in mind security police have no authority to punish an offender so you must be careful that your action does not constitute an admonition or reprimand.

3.4.5. Federal Law. Security police also have the authority to enforce other aspects of federal law and US codes not covered by the UCMJ. Examples which outline the installation commanders responsibility for protecting personnel and property under their jurisdiction include:

3.4.5.1. The Internal Security Act of 1950.

3.4.5.2. Title 10 and Title 18, United States Code, Section 1382.

3.4.6. **Assimilative Crimes Act.** This act covers any act which although not covered by an enactment of Congress (Federal Law) has a state law which is punishable if it had occurred within the jurisdiction of the state.

3.5. Reasonable Belief. Apprehend any suspect subject to the code (Article 2) who commits a violation of the code. Base all apprehensions and detentions on reasonable belief. Reasonable belief is reliable information that a reasonable, prudent person would believe to be true. Reasonable belief is also a logical and rational evaluation of the circumstances of an offense, and of the suspect's connection with the offense. Title 18 and the Constitution authorize the detention of civilians for on-base offenses. Since they are not normally subject to the UCMJ, civilian violators are either referred for judicial disposition by a DD Form 1805, **Violation Notice**, or turned over to the appropriate civil authorities having jurisdiction, for judicial determination. While mere suspicion is not sufficient, it is not necessary to have proof that could support a conviction. You can establish reasonable belief through one of the following:

3.5.1. You actually see the person commit the crime.

3.5.2. You get the description of a person or vehicle from another security police member. For example, if the desk sergeant directs you to apprehend or detain a particular person for assault on another person, you now have reasonable belief.

3.5.3. You receive a statement by a reliable person. It is very hard to determine a person's reliability. You have to use your judgment and/or past experience to determine the validity of this information. Be sure of your source before you take action.

3.5.4. A superior in your chain of command orders you to apprehend. Remember, all NCOs, petty officers, and commissioned officers have authority to apprehend, anyone violating any section of the UCMJ.

3.5.5. Complainant or victim identifies the alleged perpetrator.

3.6. Posse Comitatus Act. The United States Congress enacted the Posse Comitatus Act in 1878 to restrict use of federal military personnel to enforce civil law except as authorized under Title 18, United States Code, Section 1385. For a more in depth explanation of the Posse Comitatus Act see AFI 31-201.

3.6.1. Historically, Posse Comitatus referred to a summons for all able-bodied males to form a posse to aid the sheriff in keeping the peace or to pursue criminals. During Reconstruction following the Civil War, US Marshals in occupied southern states often called on federal troops to form a posse to enforce local laws. Once the southern states regained representation in Congress, an Army appropriations bill was amended to prohibit using the Army troops "as a Posse Comitatus." This same legislation applies to the Air Force. Security police cannot enforce civilian laws.

3.6.2. This act is broad as it prohibits the US Air Force or any other branch of the US armed forces from executing state or federal laws. Air Force security police acting under authority of the US Constitution, an act of Congress, or under Presidential direction are exempt.

3.6.3. The Department of Defense Authorization Act of 1982 added a chapter titled "Military Cooperation with Civilian-Law Enforcement Officials" to Title 10, USC. US armed forces can now assist civilian officials by providing information, equipment, facilities, training, and advice as long as it does not affect military preparedness. In addition, any assistance we give must not violate other laws. This program is implemented in the Air Force through DoD Directive 5525.5, *Operations Support to Civilian Law Enforcement Officials*.

Chapter 4

COMMUNICATIONS

4.1. Communication Systems. The security police communications system is a critical element of law enforcement operations. Through this system, transmit voice reports to the control point (law enforcement desk) where law enforcement operations are managed. Timely reporting enables prompt reaction to threatening events. Key components of security police communications include:

- 4.1.1. Telephone (base and cellular).
- 4.1.2. Secure phones.
- 4.1.3. Pagers.
- 4.1.4. Various radio nets which may include security and law enforcement, with associated repeaters and trunks.
- 4.1.5. Computer access to the Air Force Law Enforcement Terminal System (AFLETS).
- 4.1.6. Alarm systems.
- 4.1.7. 911 emergency telephone systems.
- 4.1.8. Hotlines.

4.2. Primary Means of Communication. Intrabase Radio (IBR; nontactical radio) consists of a base station, base station remotes, portable radios, and mobile two-way radios.

- 4.2.1. Base Station. The “base” is a fixed, two-way radio usually located at security police law enforcement desks, used to send and receive calls.
- 4.2.2. Base Station Remotes. Remotes are amplifiers connected to the base station by telephone lines that use the base station to send and receive calls. Install this type of radio on fixed posts, which can then talk with the base station and other radios on the net.
- 4.2.3. Mobile Two-Way Radios. Install mobiles in security police vehicles, which will enable those patrols to talk with the base station and other radios on the net when approved by the control center/law enforcement desk. Mobile systems offer the advantage of communicating over great distances in widely dispersed areas. Some mobile radios can be removed from the vehicle and carried as a portable radio.
- 4.2.4. Portable Radios. Portables are small, low power radios used to talk over a short distance. Security police use these radios on walking posts, stake-outs, and at other times when a mobile or fixed post radio cannot be used.

4.3. Backup to Primary Communication. Backup communications consist of telephones or manual signal techniques.

- 4.3.1. Use telephone systems for routine administrative matters.
- 4.3.2. Telephone service is available through the base communications unit. These phones are normally located on fixed posts such as gates and main entrances and connect to the law enforcement desk. Cellular phones and pagers also provide alternative methods of communication.

4.3.3. Fixed security posts (e.g., Central Security Control (CSC), entry control points, master surveillance control facilities, and fire team facilities) offer alternative communications.

4.4. Secondary/Backup Communications--Manual Signal Techniques. Use locally devised manual signals in the event radio and/or telephone systems become inoperative. Transmit signals by flags, lights, pyrotechnics, hand and arm, or other prearranged methods. Manual signals are suitable for transmitting prearranged messages rapidly over short distances as well as for recognizing and identifying friendly forces.

4.4.1. Hand and Arm. When unable to use primary communications use hand signals. For example, consider using hand signals when silence is necessary or when the noise level is too high for oral communications. Personnel giving hand and arm signals should execute them smartly and know the location of personnel to ensure signals are received.

4.4.2. Flashlight. Use a flashlight to attract attention, show position, or disseminate codes. Use the multicolored lenses found in the issued flashlights for different signals.

4.4.3. Flares. Use flares during daylight or darkness to give position, attract attention, or disseminate prearranged signals.

4.4.4. Smoke. During contingencies, smoke may be used during daylight hours to give position, attract attention, or disseminate prearranged signal.

4.4.5. Whistle. Use a whistle to attract attention when an operational radio or telephone equipment is not available.

4.5. Radio Procedures. Practice improves message transmission and reception. Know your local transmission procedures. Use these procedures to make sure that the radio net works well, especially during emergency conditions.

4.5.1. Call Signs. Each post/patrol with a radio is assigned a combination of words and phonetics (letters and/or numbers) used to identify the post/patrol. These "call signs" simplify, clarify, and make communications more protected (preclude disclosing individual's name). When contacting another post/patrol, the calling station first identifies the station being called, followed by their call sign, for example, "Police One, this is Base Police." In this example the law enforcement desk (Base Police) is calling Police One (a law enforcement patrol). In addition, all patrol units should provide the net control station with their location and status (busy or in service) when acknowledging a radio call. Police One will now respond to Base Police, "Base Police, this is Police One at 4th and H Avenues, ready to copy."

4.5.2. Procedure words (Prowords) are used in radio/telephone communications to shorten transmissions and facilitate message reception. (See Attachment 5)

4.5.3. Clear speech. Security police who use the radio should use clear speech procedures. Keep the message short and use as few words as possible. Example:

Base Police: "Police One, this is Base Police."

Police One: "Base Police, Police One at the library. All secure."

Base Police: "Police One, contact Airman Jones at Dormitory 431, Room 27, reference theft. Acknowledge."

Police One: "Base Police, I copy Airman Jones, Dorm 431, Room 27, reference theft. Police One, out."

4.5.4. Use the phonetic alphabet (see Attachment 5) when accurate communication is critical. Speech transmitting techniques used in radio/telephone communications are extremely important. Transmit words that are normally difficult to understand in radio/telephone communication, abbreviations, and groups of letters using the phonetic alphabet.

4.5.5. Duress signals or words, often referred to as codes, are designed for transmission in a manner which is not noticed by an untrained person, but alerts a security policeman receiving the signal. Use locally developed duress codes for emergency or distress situations.

4.6. Prohibited Radio Practices. When using the radio, security police should know Federal Communications Commission (FCC) prohibited practices:

4.6.1. Use of profane or obscene language.

4.6.2. Transmission of superfluous (unnecessary or extravagant), false, or deceptive signals.

4.6.3. Transmissions not in accordance with the limitations of a station license or by an unlicensed station. For example, the license granted to security police limits range to 150 miles and does not allow for transmitting music or commercial radio signals.

4.7. Interference. Interference is natural or man-made radiation of electrical energy that causes difficulty in reception of signals. Electrical devices such as vehicle ignition systems, sparking brushes on motors or generators, and similar kinds of machines that generate an electromagnetic field are examples of man-made interference. Natural source interference occurs in four classifications:

4.7.1. Atmospheric interference from electrical storms.

4.7.2. Solar and cosmic interference from eruptions on the sun and other stars.

4.7.3. Static from charged precipitation particles in the atmosphere.

4.7.4. Propagation fading from disturbances in the medium through which radio waves pass.

4.8. Jamming. Jamming is deliberate interference intended to prevent reception of signals in a specific frequency band. Transmitting radio waves that obscure or obliterate information normally received by electronic communications devices constitutes jamming. Jamming disrupts radio communications and may surprise, confuse, and/or mislead radio operators. There are two basic types of radio jamming:

4.8.1. Spot jamming is the transmission of a narrow-band signal to interfere with a specific frequency or channel.

4.8.2. Barrage jamming is the transmission of a wide-band signal to interfere with as many channels as possible.

4.9. Reports. Report all jamming and interference to your local communications squadron.

Chapter 5

PATROL AND LAW ENFORCEMENT DESK SERGEANT DUTIES

5.1. Patrol Purpose . Security police patrol to provide protection for Air Force personnel and resources. Your primary duties as a law enforcement patrol include: protecting personnel and property, preventing pilferage, enforcing the traffic code, maintaining good order, giving information and directions, performing escorts and building checks.

5.2. Safety. You have the greatest amount of contact with the public in an uncontrolled environment while on patrol; more so than any other aspect of law enforcement. Security police have been victimized by disregard for their own safety in this environment. Air Force installations have less violence per capita than society at large. This circumstance creates careless duty behaviors that demonstrate lax attitudes such as, “It can’t happen here,” or “It can’t happen to me.” Sadly both of these perspectives are wrong. Fatal incidents involving security police validate the testament that, in reality, Air Force installations are mere microcosms of an ever increasing violent society. Security police law enforcement duties place you on the front line against violence. Military police safety is as paramount as it is for our civilian counterparts. Often times there is little warning before an emergency, crisis, or attack occurs. Always remain alert for the unexpected.

5.3. Types of Patrols. The use of a specific type of patrol is tailored to the needs of your installation. Some situations may call for the use of bike or walking while others may require motorized patrols. You may perform any or all of the following types of patrols:

5.3.1. Motorized. This method provides mobility and improves the capability to cover a large area of the installation while carrying equipment and personnel. Effective motorized patrols vary their routes. Do not set a pattern or establish a routine!

5.3.2. Foot and Bike. Assign these patrols to smaller areas on the installation or those areas with a higher concentration of resources, population, and/or criminal activity. Portable radios link these patrols to the desk and other patrols. Military working dog (MWD) teams may supplement these patrols. Refer to AFH 31-226, *The Military Working Dog Training Program*, for details on how to best employ military working dog teams.

5.3.3. Reserve. Provide a reserve response capability for emergencies. They may include the element leader, the law enforcement or security element sergeant, or security back-up force.

5.3.4. Special Purpose. These patrols usually combine motorized, foot, and bike patrols. Special purpose patrols support unique events (e.g., distinguished visitor conferences, base open-house or air shows, or unique mission aircraft landings). Other types of patrols that meet special purposes include horse and boat patrols.

5.4. Traffic Patrol. The main purpose of traffic enforcement is to reduce traffic accidents and eliminate congestion. Your goal is to enforce the base traffic code sufficiently to ensure the safe movement of traffic. Use selective enforcement to target areas with a high incidence of traffic code violations. As the focal point for data collection, the Reports and Analysis Section can help pinpoint traffic problem areas. Consider accident and congestion analysis to determine selective patrolling and enforcement efforts. Guardmount briefings should include selective enforcement information to include priorities of offenses, times, and places. Remember, selective enforcement does not call for issuing a citation for each infrac-

tion. While the process of selective enforcement does call for you to correct traffic problems, keep in mind that you have the discretion to issue verbal or written warnings to correct violations.

5.5. Law Enforcement Desk Sergeant. This duty offers prestige and satisfaction. The job also comes with a lot of responsibility. Your tour of duty can be busy and strenuous. A desk sergeant must have the ability to function under stress, communicate effectively, and think quickly. You must have the experience and ability to take control and direct a law enforcement element when the need arises. Desk sergeants should be totally familiar with the geography of the base (location of all facilities and the flight line, if applicable). Know locations where the crime rate is high or where disturbances occur most frequently. It is your responsibility to stay informed of local problems and effectively use patrols. One of the essential functions of the desk sergeant is to maintain the desk blotter which documents the element activities.

5.5.1. Local Law Enforcement. At each installation, there are other law enforcement agencies you may call on should the need arise. It is important to know which agency to call for assistance in every situation. Such agencies include:

5.5.1.1. Air Force Office of Special Investigations.

5.5.1.2. The Federal Bureau of Investigation (FBI).

5.5.1.3. Local Police.

5.5.1.4. Sheriff's Department.

5.5.1.5. State Police/Highway Patrol.

5.5.1.6. US Marshal.

5.5.1.7. Host nation law enforcement agency.

5.5.2. Investigative Jurisdictions. AFOSI is the proper agency within the Air Force to make referrals to other Federal, State, and local agencies of criminal matters falling within the scope of AFOSI's investigative mission. Time permitting, contact the local AFOSI and request their assistance in notifying the proper law enforcement agencies for help with serious criminal incidents. Identify the local jurisdiction venues before you contact other agencies for assistance. As a desk sergeant, you need to know which local law enforcement agencies have jurisdiction over civilians who commit offenses on the installation. Often, two or more local agencies may have jurisdiction. Check locally established guidelines or consult higher authority (Operations Officer, Installation Chief of Security Police, JAG) to assist in determining which agency to call. Clearly understand the four types of jurisdiction in Chapter 3 of this handbook.

5.5.3. Law Enforcement Desk Communications. The desk sergeant normally uses two primary types of communications: The telephone and nontactical radios.

5.5.3.1. The base telephone system establishes communications between the law enforcement desk, other base agencies, and fixed posts. Telephones may consist of military or commercial systems.

5.5.3.2. The radio is the primary means of communication between the desk and patrols.

5.5.3.3. The base station is either a fixed or transportable radio operated by either battery or 110/220 volt circuit. The desk sergeant maintains radio discipline and controls all radio communica-

tions. Those who use the security police radio use “clear speech,” appropriate call signs, and are short, accurate, brief, and concise transmissions.

5.5.4. Routine Duties of the Desk Sergeant. As a desk sergeant, you must take and give information quickly and accurately. You must communicate and exhibit a positive, professional attitude when dealing with the public. No matter how hectic and stressful circumstances become (e.g., multiple incidents, hostile telephone callers), you should maintain your composure and control of the situation.

5.5.4.1. Dispatching patrols is a very important task of the desk sergeant. Know the most direct routes to incidents as well as hazards so you can orchestrate safe dispatches to emergencies. The desk sergeant must know the police call signs and dispatch based on the emergency using the response codes listed in paragraph 6.3.1.

5.5.4.2. Maintaining Forms. Filling out and processing required forms is a critical job that requires accuracy and compliance with local governing directives.

5.5.4.3. Alarms. At most bases, you are responsible for monitoring the alarm panel. It is imperative that you become highly knowledgeable of the alarm systems. You are responsible for conducting alarm system checks and reporting deficiencies. You should maintain lists of persons authorized to open and close alarmed facilities and local authentication codes to verify the opening and closing of such facilities. In addition, you should have duress codes for each facility. In case of an alarm activation, you must know base antirobbery procedures and checklists to ensure adequate response. If multiple alarms occur, you will dispatch patrols according to base priority.

5.5.4.4. Central Depository. A central depository provides small fund activities temporary storage of daily operating cash during nonduty hours. As the desk sergeant, you may control activity in the central depository (e.g., verifying/granting access, logging opening and closing, and fund escorts).

5.5.4.5. Corrections Facility. When the base corrections facility is located adjacent to the law enforcement desk, your responsibilities may include monitoring the good order, health, and welfare of the prisoners. Use local procedures to assist in the execution of this duty. Familiarize yourself with detention, transfer, release, and local emergency procedures.

5.5.4.6. Emergency Procedures. Each security police squadron or element should have a locally devised duress code and system to communicate between posts, patrols, and the desk sergeant. You must remain alert at all times. Duress situations require immediate and expeditious responses. Normally, all bases have emergency notification/recall procedures. Usually, it's the desk sergeant's responsibility to implement procedures during emergency situations. Use local checklists to notify/recall essential personnel.

5.5.4.7. Checklist. You should have checklists available to cover local emergencies. Examples of such emergencies include confrontation management, antirobbery, natural disaster, bomb threat, aircraft accident, antihijacking, mass casualty, emergency security operations, and emergency corrections procedures (prisoner escape, prisoner disorder, power failure, fire). Use these checklists to guide your emergency response. There is no checklist that will substitute for common sense so remember that checklists are only guidelines designed to provide minimum requirements. Be prepared to take actions above and beyond checklist standards. As mentioned previously, the law enforcement desk will serve as the communications nerve center for all law enforcement activities. Given this tremendous responsibility, you should learn to carefully weigh

all factors affecting each situation to provide that important link between checklists, procedures, and information flow during incident management.

Chapter 6

VEHICLE EMERGENCY EQUIPMENT AND PROCEDURES

6.1. Emergency Equipment Use. Minimum vehicle emergency equipment includes roof /dash mounted warning light bars/system, siren, spotlight, and public address that is normally part of the vehicle land mobile radio system. Use emergency equipment when directed by a supervisor, based on the nature of the dispatched call, or when the situation dictates. Remember, using your emergency equipment is not justification for unsafe driving.

6.1.1. Emergency Lights. Use emergency lights to signal other drivers that emergency conditions exist and you are requesting the right-of-way. You cannot safely assume that emergency lights will guarantee your patrol vehicle the right-of-way. Never take the right-of-way. Lives may depend on your safe arrival at a scene. When emergency conditions exist, use emergency lights in the following circumstances:

6.1.1.1. When stopping traffic violators. You may need both lights and siren to stop a violator.

6.1.1.2. When assisting motorists parked/stopped in hazardous locations.

6.1.1.3. When the patrol vehicle is parked/stopped on the roadway.

6.1.2. Emergency Siren. The siren is frequently used simultaneously with the emergency lights. The siren may have a startling effect on other drivers on the road, resulting in erratic and unpredictable driving behavior. Important considerations include:

6.1.2.1. Use siren to signal violators to drive to the right of the road when other means of attracting the violator's attention have failed.

6.1.3. Consider using emergency lights and siren in combination in the following circumstances:

6.1.3.1. When responding to an emergency.

6.1.3.2. When responding to a crime in progress.

6.1.3.3. When stopping traffic violators.

6.1.4. Spotlight. Use the spotlight to aid you in low or no light conditions and/or when there are hazardous conditions. Examples include: Late one night you are detailed as a funds escort. Upon arriving at the depository you find the lighting in the area inadequate. Use your spotlight to provide additional illumination. Be sure to visually check the area before leaving your patrol vehicle and keep the light on for the duration of the escort. Following a traffic stop of a known felon, use the spotlight to illuminate the interior of the violator's car. This use of the spotlight keeps all occupants within view, illuminated, and at a disadvantage when looking back toward the police vehicle. In this situation, exercise care to remain behind the spotlight so as to not become silhouetted by the light. Also, avoid looking into the light because you will lose your night vision.

6.1.5. Public Address System. The public address system is particularly valuable to you when stopping a traffic violator. You may direct the desired actions of a violator from a safe distance, minimizing hazards to yourself and fellow officers. However, this should not be the routine way to handle traffic stops. Use the public address system to direct personnel when a street is temporarily obstructed, alert pedestrians to hazardous conditions, and communicate with other persons/emergency units involved with crisis relief.

6.2. Other Recommended Equipment For Vehicles. Additional, non-fixed, equipment should include:

- 6.2.1. General purpose (ABC), 2-1/2 pound dry chemical fire extinguisher.
- 6.2.2. Evidence kit. Contents are a local determination. Some items may include finger-print materials, evidence bags, forceps/tweezers, surgical gloves, chalk, and “DO NOT ENTER” tape.
- 6.2.3. Accident investigation equipment. Contents are a local determination (flares, traffic cones, reflectors, distance measuring device).
- 6.2.4. Blanket.
- 6.2.5. First aid kit.
- 6.2.6. Rifle or shotgun storage rack, as required by mission/MAJCOM.
- 6.2.7. Blood borne pathogens protective kit containing one-way CPR mask, surgical gloves, surgical mask, and other contents as determined by the CSP in consultation with the installation medical officer.

6.3. Response Procedures. The law enforcement patrol is usually the first authoritative official to arrive on the scene of an incident. There are many types of incidents you will manage. Regardless of the type of emergency, operate your vehicle with extreme caution. Driving under emergency conditions does not relieve you from the responsibility to drive with due regard for safety of all persons, nor will these provisions protect the driver from consequences of his or her disregard for the safety of others. You respond to an incident as Code 1 (Routine), Code 2 (Urgent), or Code 3 (Emergency). Most often the desk sergeant will direct the response code. However, situations will occur requiring you to make the proper response decision.

6.3.1. Response Codes. When a call is assigned Code 1, you respond by observing all applicable traffic laws. Never use emergency lights or siren for any routine call. As per AFI 31-201, *Security Police Standards and Procedures*, if you become aware of circumstances unknown to the dispatching agency, you may upgrade the response to Code 2 or Code 3. A call requiring an immediate response to a non-life threatening emergency is normally assigned a Code 2 or “urgent” priority. Respond by observing all applicable traffic laws. Use emergency lights for all urgent calls. Sirens are not authorized. A call requiring an immediate response to a life-threatening emergency or in response to an emergency involving Air Force priority resources is normally assigned an “emergency” or Code 3 priority. The use of emergency lights and siren is mandatory; however, use common sense when approaching the scene of the emergency. If the emergency lights and siren put security police, victims, or bystanders in peril, turn them off at a safe distance from the scene. Although not designed as a response code, use the term Code 4 to obtain an outstanding wants and warrants check on a specific person or vehicle.

6.3.2. Arriving at the Scene. As you respond to any incident, mentally prepare yourself to perform the necessary duties. Your primary functions at the scene are to preserve the scene, help victims, and maintain communications with the desk sergeant and other patrols. Upon arrival at an incident, ensure that the patrol vehicle is properly parked. Avoid having your patrol vehicle blocked by debris, other vehicles, or on-scene obstructions. There may be additional units (fire or ambulance) enroute. Thus, do not block the entrance to the scene. Once you have secured the scene:

- 6.3.2.1. Assess the situation.

- 6.3.2.2. Neutralize hostile situations.
- 6.3.2.3. Attend to any injured.
- 6.3.2.4. Keep the desk and other patrols informed of the status of the situation.
- 6.3.2.5. Identify backup requirements (police, fire, and ambulance).
- 6.3.2.6. Identify witnesses and advise them to remain at the scene for interviews.
- 6.3.2.7. Protect and process the crime or accident scene.

Chapter 7

FLARES

7.1. Use of Flares and Warning Markers. You should use highway flares on public roads to control vehicular traffic at accident scenes or occurrences such as fires, roadblocks, or landslides. Highway flares are a temporary measure to control traffic for a relatively short period. Use flares until the situation is corrected or alerting devices (e.g., barricades, directional signs, or flashers) are available. Experience has taught that there is a danger in having too many flares placed at the scene. Too many flares, blending with the flashing lights of stopping and emergency vehicles, can cause confusion. Motorists may: Stop, cross the pattern, lock their brakes and possibly join the accident you are investigating or, create another accident. Flares can cause an adverse effect on traffic flow in the other lanes known as curiosity slowing. When the roadway is clear, direct all stopped traffic to leave the scene and extinguish the flares as described below.

7.2. Hazards Associated With the Use of Flares. The greatest danger associated with using flares occurs during the lighting and handling process. Follow these safety rules:

7.2.1. Find out if there is a fire danger before lighting flares. Look for leaking gasoline and other flammable substances. Keep all fire at a safe distance, including lit cigarettes, cigars, and pipes. Find out if wind conditions are such that a flare may start a grass or forest fire. Remember, fuels such as butanes are heavier than air and will settle into ditches and storm sewers. Heavy gases ignited in a confined place may result in a violent explosion.

7.2.2. To light a flare, point it away from your body and down towards the ground and then strike the primer. Flares have a tendency to pop when struck. Therefore, turn your head and protect your eyes anytime you ignite a flare. Place the cap on the rear of the flare.

7.2.3. Molten material drips from flares. If you hold a flare there is the potential to burn yourself or other people at the scene. Keep flares away from your body by extending your arm. Never hold the burning end higher than the other end. Hold flares to the side, never to the front, and never above shoulder height.

7.2.4. Burning flares give off smoke that can cause discomfort if inhaled for prolonged periods. Stand upwind from flares and keep them downwind when directing traffic. Never encircle yourself with burning flares when directing traffic as you may succumb to the smoke and vapors.

7.2.5. When burning, flares become molten for some distance back from the actual flame. Exercise caution when picking up a burning flare. To extinguish a flare, grasp by the end away from the flame and gently tap the burning end on the pavement to get the molten part out, then snuff out the flame. Do not step on flares. A burning flare may burn through the sole of your shoe and cause a severe injury.

7.3. Flare Placement. Always walk toward oncoming traffic when placing flares at an accident scene. Never turn your back to oncoming traffic. When two security police are present, one should immediately begin to protect the scene and set up the safest traffic flow pattern. The second patrol should assess the extent of injuries and render first aid. When you are alone at the scene and cannot readily clear an obstruction, use certain time savers. Place flares in a crisscross pattern or stack them so that when the first flare is almost burned out, it will ignite the next flare. Remove caps from flares before stacking. Another

time saver is to pull the caps from the flares before you walk toward the traffic. This technique allows you to light flares and place them as you walk away from the scene. There is no one best method for positioning flares. Where you place flares will vary depending on the accident, roadway, weather conditions, and what you wish to accomplish. Evaluate each situation and use your best judgment to place the flares in locations that will provide a reasonable amount of safety.

7.4. Highway Warning. Reflective traffic warning devices (e.g., triangles) are normally required by highway traffic safety regulations for trucks. Consider using fluorescent traffic markers or cones in place of flares, particularly if flares pose a danger or traffic control will last for a relatively long period. These devices do not create the fire hazard of flares, and you do not have to replace them. Place these devices at the accident scene in the same basic pattern detailed for flares. Generally, there are fewer traffic markers or cones available, space these devices further apart than flares. In many situations, the combined use of flares, highway warning devices, and traffic marker gives the greatest protection for the accident scene and the best method for controlling traffic. In these cases, consider alternating placement to complement each other and provide clearer warning to oncoming motorist.

Chapter 8

VEHICLE STOPS

8.1. The Role of Security Police. Your role is to observe, detect, and prevent violations of traffic laws and to take appropriate enforcement action when observing violations. Your action should demonstrate a professional attitude and serve to improve the relationship between the public and security police. Take all necessary precautions to ensure the safety of all security police when stopping and approaching a traffic violator. You should also take violator safety into consideration before you choose a course of action. These precautions and considerations will vary according to visibility, traffic, terrain, and type of stop.

8.2. Discretion. You should take appropriate enforcement action for each violation of the law witnessed or reported to you. Do not limit enforcement action to issuing citations for each and every violation. Use your judgment to exercise discretion when enforcing traffic laws. Specifically, if you believe a verbal or written warning will prevent repeat violations, then use those alternatives. Do not view enforcement action as an opportunity to scold, belittle, berate, or otherwise verbally abuse a traffic violator. Accomplish all enforcement actions in a firm, fair, impartial, and courteous manner using one of the following methods:

8.2.1. Apprehension. Base decisions to effect apprehensions on sound legal principles as opposed to peripheral issues such as the violator's "attitude."

8.2.2. Citation. Issuing a traffic citation is appropriate for the majority of traffic violations. Issue the traffic citation to all violators who:

8.2.2.1. Jeopardize safe and efficient flow of vehicular and pedestrian traffic.

8.2.2.2. Perform hazardous moving violations.

8.2.2.3. Violate parking ordinances.

8.2.2.4. Operate unsafe and/or improperly equipped vehicles.

8.2.3. Warning. A written or verbal warning is a proper alternative in response to a minor traffic infraction committed in those areas where traffic mishaps are minimal. Warnings are also appropriate for those violations that occur within tolerance generally allowed by local policy and endorsed by courts. Tolerances would include speeds in excess of legal limit, but less than a speed for which a citation or apprehension would result.

8.3. Stopping Procedures. When positioned behind a violator, to initiate a stop, take the following actions:

8.3.1. First, notify the law enforcement desk of the stop location, vehicle description, license number, and number of occupants plus a general description (e.g., three white males) in the vehicle. You must be familiar with the area. Attempt to stop the violator in an open area with ample space and illumination. Do not stop the violator on a curve, hill, intersection, private driveway, or business area with limited parking.

8.3.2. Signal the violator to stop by flashing your emergency lights, use hand signals, sound the horn, or (if necessary) the siren. These signals should suffice to alert other drivers of the intended stop and assist in securing the right-of-way for stopping.

8.3.3. Direct the violator to pull to the right side of the roadway adjacent to the curb or onto the shoulder. If violators must change lanes on multi-lane roads, ensure their safety while changing lanes. Should violators stop in the wrong lane or location, signal them immediately to move to a safer location. If your vehicle is equipped with a public address system, use it to give the violator instructions, if appropriate. Under no circumstances should you get out of your vehicle until you have affected a safe stop.

8.4. Vehicle Positioning and Approach. Park your patrol car (2) car lengths to the rear of the violator's vehicle and (3) feet to the left. In this position your vehicle protects you from oncoming traffic. You also have room to move out of the way if the violator should suddenly try to ram your vehicle. At this distance an adequate arena of performance is established before you exit your vehicle. This also allows you to move around and maintain control of the violator while being between vehicles for only a short period of time. Using a 2 car length standard also allows a video recorder, if available, to better record the traffic stop. You should follow these steps in approaching a vehicle:

8.4.1. Keep all personnel in the vehicle in sight at all times.

8.4.2. Approach from left side of vehicle.

8.4.3. Stop at the rear bumper. Check the trunk lid to make sure that it is not ajar. If the vehicle is a van, ensure the rear door is secure.

8.4.4. Check the rear seat and floor.

8.4.5. Stop at the center of the vehicle, just behind the rear edge of the driver's door.

8.4.6. If you have a partner he/she should:

8.4.6.1. Approach from right side of vehicle.

8.4.6.2. Stop at right rear of the vehicle. **NOTE:** An alternate approach is to stay at the patrol vehicle passenger door.

8.4.6.3. Watch people in the vehicle.

8.4.6.4. Be ready to assist you.

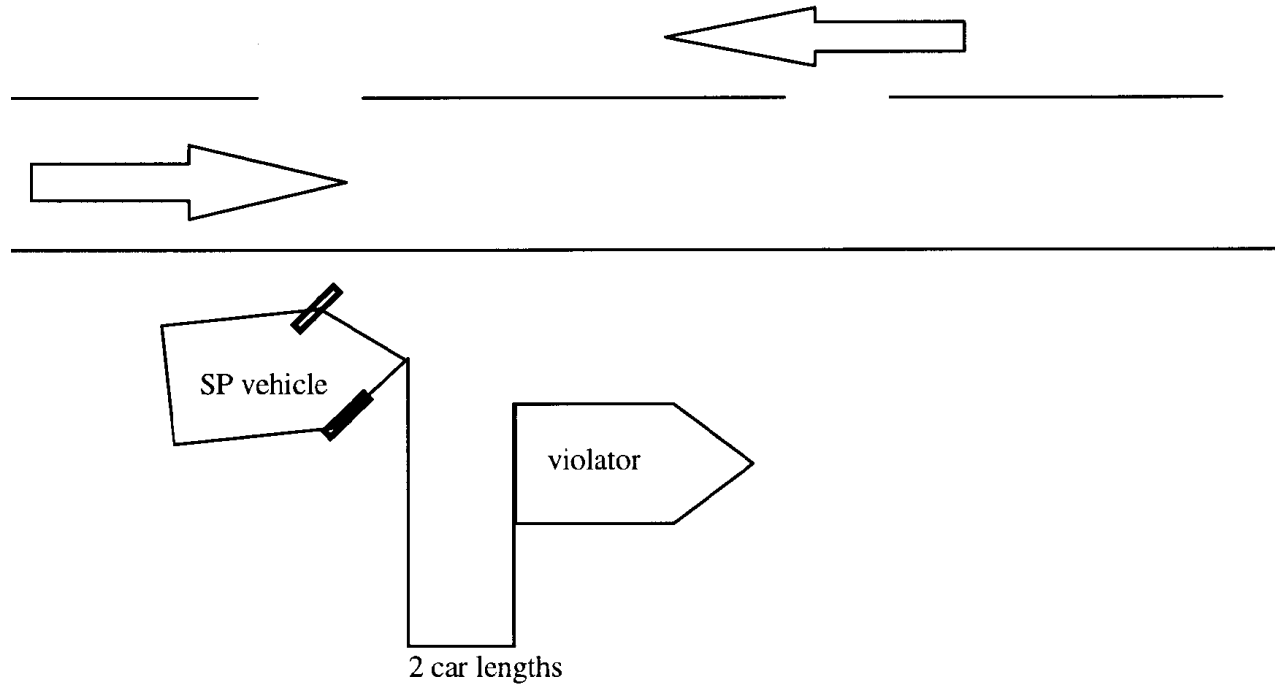
8.5. High Risk Stops. Anytime you see, follow, stop, or approach a dangerous felon, use the following guidelines to ensure your safety and that of the public. There are four important things to remember: Never approach an occupied vehicle, wait for a back-up regardless of how long it takes, use teamwork, and maintain control at all times. Select a good stopping site. Look for a level area large enough to hold three to four cars and one that is as open as possible. A well-illuminated area is best at night. Unlock the patrol vehicle passenger side door.

8.5.1. Some positions for the primary and back-up patrol vehicles are:

8.5.1.1. The oblique position where the patrol vehicle parks at a 45 degree angle perpendicular to the curb line. Center the right front bumper of the patrol car on, and approximately 2 car lengths to the rear, of the suspect vehicle. This positioning counters suspects who attempt to deploy air bags by backing into and compressing patrol car bumpers. It is imperative that the patrol car wheels are turned to the left in the event the patrol car is rammed, which will keep the vehicle from striking the patrol exiting on the driver's side. Should you choose an alternative (passenger-side) approach, turn the patrol car wheels to the right and exercise extreme caution when advancing on

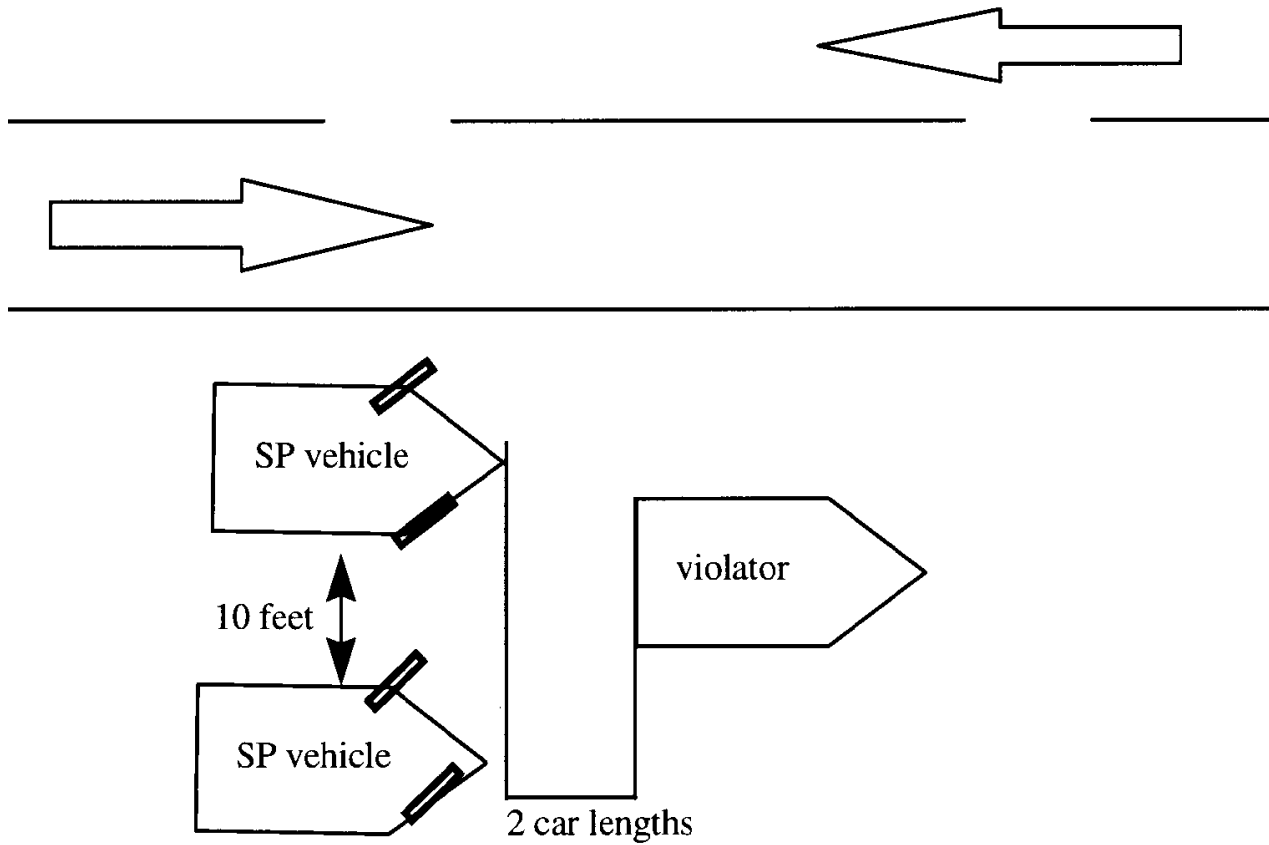
the violator's vehicle. Use this positioning only during daylight hours or in well-illuminated areas. During low/no-light periods, the patrol vehicle headlights may impair the vision of drivers in oncoming lanes of traffic. Likewise, this position fails to maximize the illumination effects of the patrol car lights on the violator's vehicle. At times of low light, request and await a backup while maintaining an increased vigilance and distance between vehicles.

Figure 8.1. Oblique Traffic Stop Position.



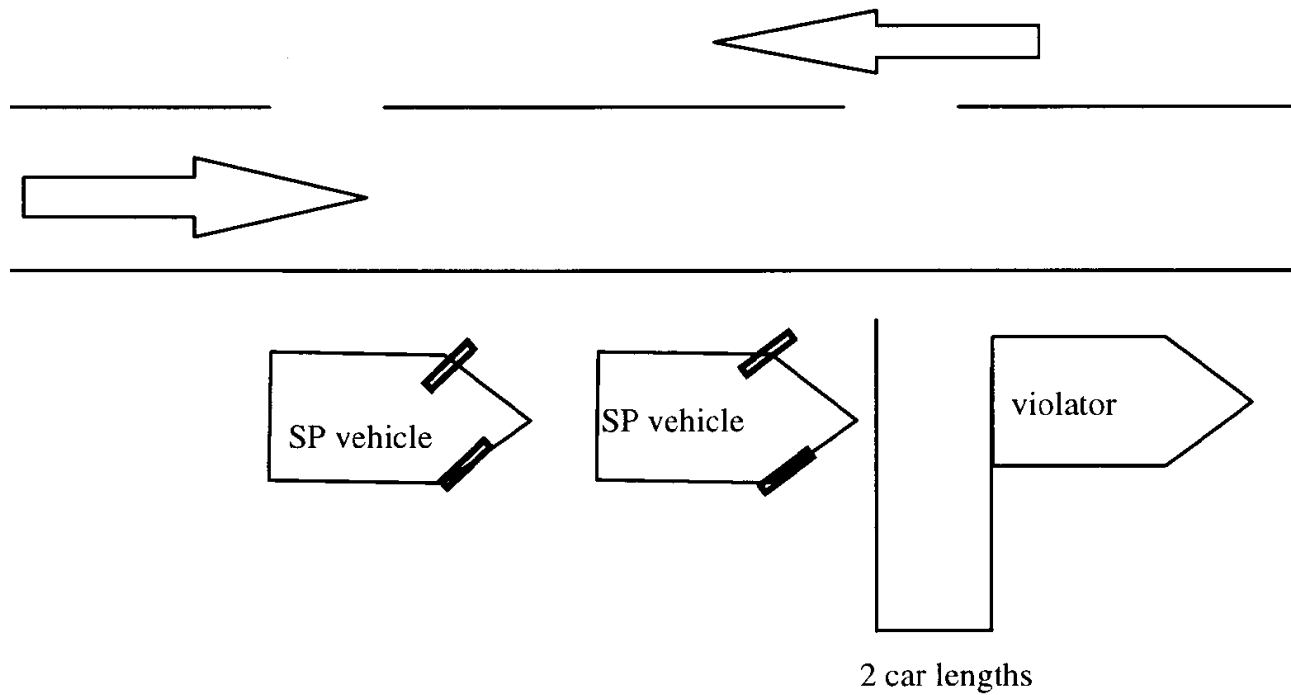
NOTE: Single file where the back-up vehicle parks directly behind the primary vehicle (front wheels turned to the left). Use this technique when there is little or no room to pull off the road.

Figure 8.2. Double Abreast Traffic Stop.



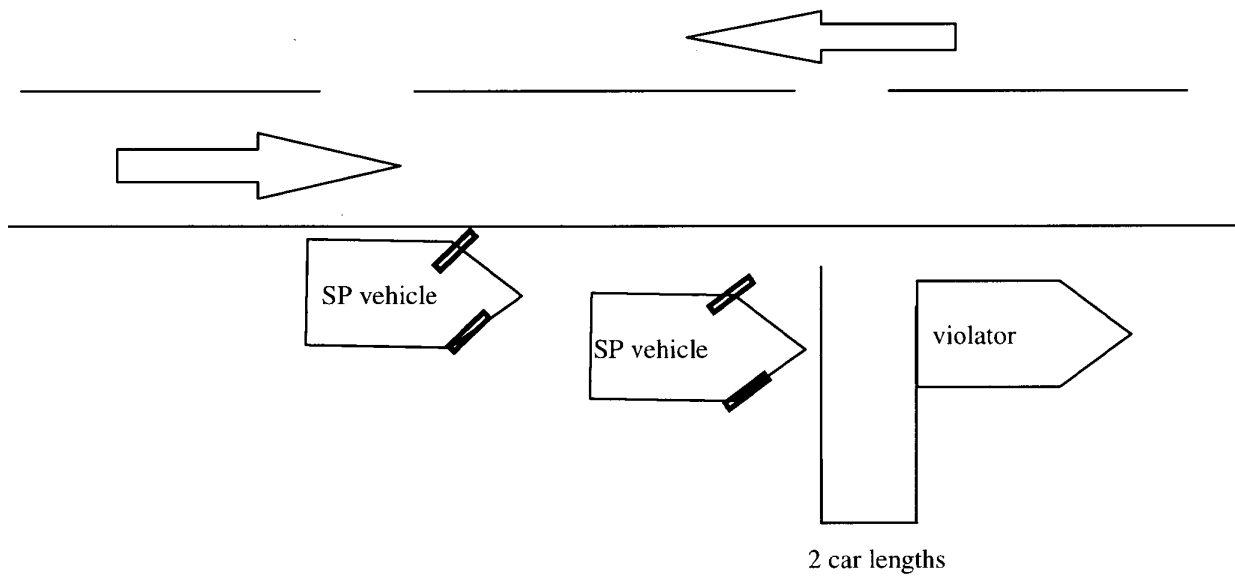
NOTE: Double abreast in which the back-up vehicle parks parallel and to the right or left of the primary vehicle leave about 10 feet between vehicles and turn front wheels to the left). Use this technique when there is a large pull-off area (e.g., expanded road shoulder, vacant parking lots).

Figure 8.3. Single File Traffic Stop.



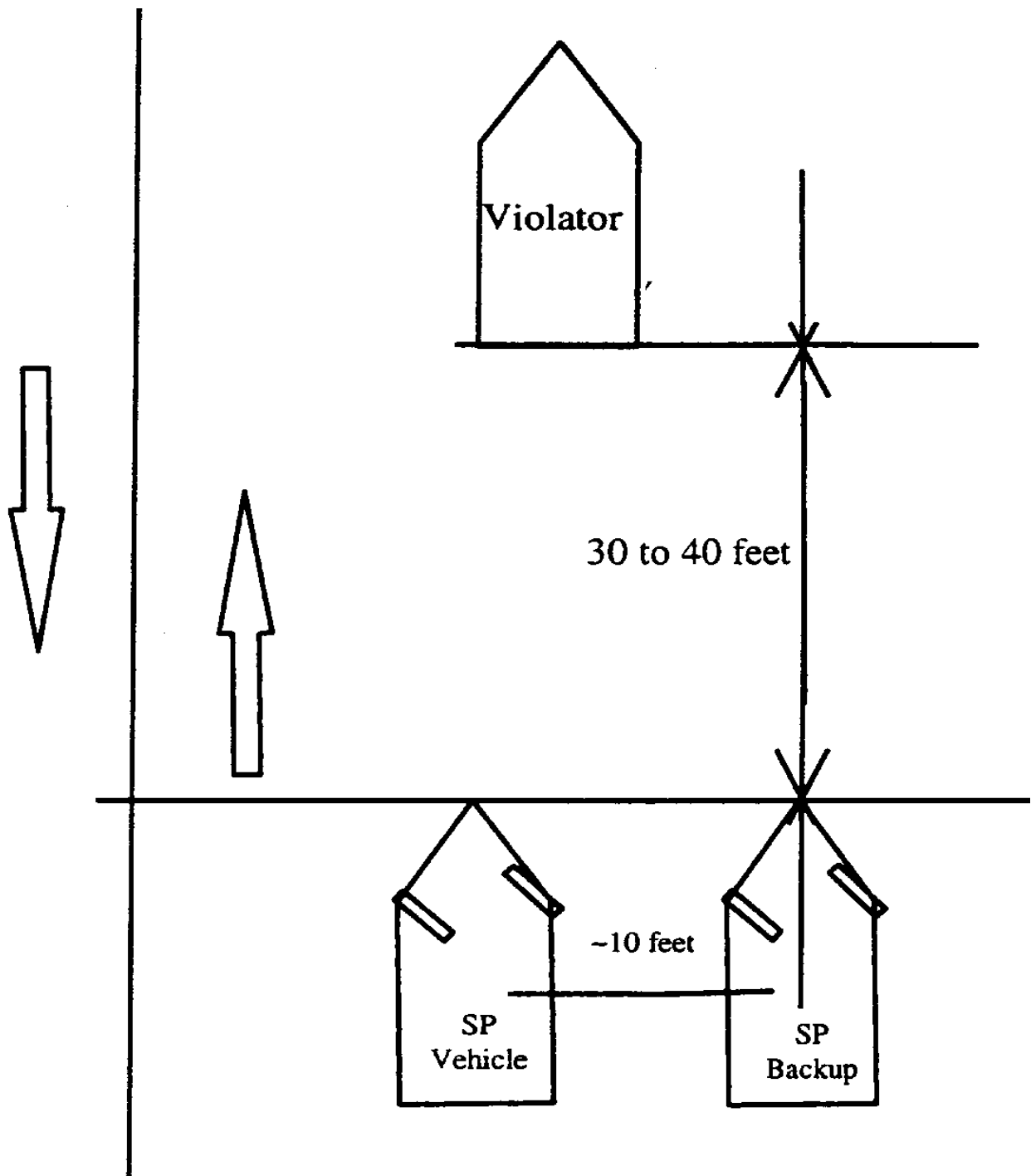
NOTE: Primary vehicle parks directly behind the violator (front wheels turned to the left). The back-up vehicle parks offset left providing security police the safety zone from approaching traffic.

Figure 8.4. Backup Offset Traffic Stop.



NOTE: Position the primary and back-up vehicles behind the suspect vehicle at a distance of 30 to 40 feet. Use this technique when there is a large pull-off area and there is suspicion of increased threat from the violator (e.g., felony stop, driver/passenger making sudden movements).

Figure 8.5. Double Abreast (Increased Distance) Traffic Stop.



8.5.2. Primary Vehicle Driver. The primary patrol vehicle driver often has the best observation point and should therefore give the verbal commands using a public address system. Speak slowly and clearly. The backup unit serves as the apprehending and search patrol. The backup vehicle driver takes up a position on the front passenger side of the primary patrol vehicle. The passenger door may

afford some protection. Other back-up personnel may assist or direct traffic away from the scene. Follow these steps:

8.5.2.1. Command the driver and all occupants to place their hands on the headliner of the interior roof and leave them there until told to do otherwise. Caution all occupants not to make any suspicious or sudden movements. Explain to the occupants in the suspect vehicle that you will give them a series of commands and that they are not to take any action until you command, "Do it now!" Confirm understanding, for example, "OCCUPANTS OF THE VEHICLE, NOD IF YOU UNDERSTAND MY DIRECTION. DO IT NOW!"

8.5.2.2. Next, direct the driver to remove his left hand from the roof, reach across, turn off the ignition, and remove the keys. Then extend the left hand, holding the keys, outside the window. Command the driver to throw the keys back toward the sound of your voice. You may, as an alternative, command them to drop the keys directly outside the window or that the driver throw the keys outward. Remember, follow each and every step with the command, "DO IT NOW!"

8.5.2.3. Command the driver to extend his or her hands outside the door and unlatch it from the outside door handle. Next, have the driver push the door open with the left foot, slowly step outside, and face away from the sound of your voice. The driver-side door of the suspect vehicle should remain open. Security police remain in a position of cover at all times during this procedure.

8.5.2.4. Command the driver to turn a complete circle counterclockwise (to his/her left) keeping hands as high as possible and elbows locked. As the suspect turns, look for weapons. Stop the suspect from turning once he/she is facing away from you.

8.5.2.5. Instruct the suspect to keep his/her hands high, elbows locked, and start backing up toward the sound of your voice. You will direct the suspect back towards your partner, ultimately placing the suspect at a disadvantage in the prone position for your partner to handcuff. While you direct the suspect back, you will cover the suspect with your weapon. Your partner will continue to cover the remaining vehicle occupants. Once you verify your partner is ready to handcuff the suspect, you will then cover the remaining suspects in the vehicle. The apprehending patrol then becomes responsible for the apprehension and control of the suspect.

8.5.2.6. Remove all occupants from the driver's side, if possible. After each occupant exits, the process begins again. The key is to maintain absolute control over all the occupants in the vehicle so that they are always within your sight and within the sight of all backup patrols.

8.5.2.7. As each suspect steps back between the two patrol cars, he or she is stopped just behind the curtain of light and just in front of the primary vehicle's front door. The apprehending and search patrol commands the suspect to take a prone position at which time he/she is handcuffed.

8.5.2.8. Suspects will remain face-down on the ground until all are handcuffed and searched. Then secure the suspects in security police vehicles.

8.5.2.9. After securing all occupants approach the suspect vehicle. If possible, use a MWD for this purpose. If a MWD is unavailable, consider a ruse, challenging any remaining suspects to surrender. On occasion someone hiding in the vehicle has surprised patrols. Once you or the MWD have cleared the vehicle, thoroughly inventory all contents of the trunk and the interior. Use extreme caution.

8.6. Dealing With Violators. Maintain professionalism, courtesy, and military bearing towards violators at all times. Conduct your dealings businesslike. Use military titles for officers as well as "Sir" or "Ma'am" for officers and civilians alike. Remember, most violators will blame their mistakes on someone else and security police are the closest people around. No matter how irate a violator may become, remain calm and, above all, courteous.

8.6.1. Greeting the Violator. When you greet the violator, identify yourself and inform the violator why you stopped him/her and what action you intend to take (e.g., "Good morning, Sir. I am Sergeant Doe from the security police. I stopped you because you were driving 30 miles per hour in a 20 mile-per-hour zone. I am going to issue you a citation. May I see your ID card, driver's license, vehicle registration, and proof of insurance, please?").

8.6.2. Calming the Situation. The violator will normally offer excuses, rationalize his/her action, or admit guilt. Your businesslike approach and allowing the violator to talk will often relieve tension. Do not allow the violator to argue or challenge your actions. Maintain control at all times.

8.6.3. Violator Rights. Take extreme care to ensure that you do not violate the rights of the subject. Take appropriate enforcement action without wavering because of excuses or reasons for the violation. The violator's personality or persuasion should not change the intended action. A bona fide emergency is not an excuse or persuasion; a valid reason for the violation may exist--listen! After taking appropriate action return the violator's identification documents, one by one (e.g., "Sir, this is your copy of the citation. Please note the instructions on the reverse side. Here is your ID card, driver's license, registration, and proof of insurance. Thank you, sir. Good day.").

Chapter 9

CHECKPOINTS AND ROADBLOCKS

9.1. Checkpoint Operation. The checkpoint is used for unannounced special enforcement, randomly checking for government property and contraband, or vehicle safety inspections. Secondary benefits include documentation verification (check for driver's license, vehicle registration, insurance, barment, suspension/revocation notices) and use-of-safety equipment. Normally, unless directed by the installation commander you don't conduct traffic checks solely to check driver's documents or safety belts. Set up a checkpoint at a position where oncoming traffic will approach the checkpoint at a slow rate of speed, which affords patrols manning the checkpoint additional safety. A well-positioned checkpoint will deny approaching drivers a chance to avoid the traffic stop. Safety of personnel operating the checkpoint and safety of the public area certainly factor into site selection (e.g., A checkpoint set up just inside an installation gate on the outgoing side.). Basic guidelines for checkpoints include:

- 9.1.1. Locate the checkpoint in an area where vehicles can move off the road when necessary. Security police working these checkpoints should wear reflective vests.
- 9.1.2. Outline approach lanes with traffic cones, wooden or rubber stake traffic markers (highway safety approved), or other visible markings.
- 9.1.3. Post approved signs identifying driver requirements (e.g., "stop here," "Sobriety Checkpoint," or "VEHICLE INSPECTION"). It is vital that these signs are brief, easy to read and understand. Motor vehicle mishaps have occurred simply because the driver was paying more attention to the signs than his/her driving.
- 9.1.4. Consider an arrest barrier, such as a construction barricade, to keep stopped vehicles from leaving the checkpoint without difficult maneuvering.
- 9.1.5. Keep security police on the alert to see and report methods used to bypass the checkpoint, conceal or discard contraband or other unauthorized items.
- 9.1.6. Keep operating rules in accordance with base policy.

9.2. Security Police Roadblocks. Use roadblocks for traffic control during public ceremonies and parades; detouring traffic in natural disasters; stopping or diverting traffic in instances of riots, jail or prison escapes; and for apprehending wanted criminals. A roadblock is a deliberate obstruction of traffic, by physical means, at one or more selected points on a roadway, for the specific purpose of checking persons using the highway. The unit using them should do so in an effective, well-disciplined manner or not only will they fail to achieve the intended purpose, but will also arouse unfavorable public opinion. A roadblock directly effects persons not involved in a situation, so the resulting inconvenience may cause some resentment. When a person plans a crime, he must give consideration to the actual crime and his successful escape. The probability of on-site capture of the perpetrator depends principally on three factors: (1) the time required by the criminal to commit the act, (2) the likelihood of detection, and (3) time required for security police to arrive at the crime scene.

- 9.2.1. Because on-site capture depends upon several variables (discovery, notification time, communication lapse) the majority of arrests occur after the criminal leaves the scene. Therefore, direct your efforts toward apprehending the criminal while he/she is fleeing the scene. The immediate activation of roadblocks is often an effective technique to aid in the apprehension of a fleeing criminal.

9.3. Roadblocks. Preplan roadblock operations because time does not permit adequate deployment on any other basis. Training is essential to develop proper roadblock techniques. Determine types and strategic placement of blockades during the planning stage. Identify persons who have authority to order and cancel roadblocks in the planning phase.

9.3.1. Set up a roadblock only on the basis of approved contingency plans (such as armed robbery; escape of felony suspect or dangerous prisoner; or on order of the commander or security police supervisor).

9.3.2. Give the seriousness of the crime first consideration. There are no set rules to aid in the decision to place a roadblock. Crimes of violence, robberies, and escapes would certainly justify a roadblock if other factors were favorable. Similarly, resolve other incidents (e.g., hit and run incidents involving personal injury, promptly-reported stolen cars) through the use of roadblocks, especially if the target area can be immediately identified and effectively controlled.

9.3.3. Evaluate the seriousness of the crime. Then consider whether the information about crime and the description of the wanted person and vehicle is adequate for identification. Obtain complete information. You gain nothing by blocking off a crime scene if the furnished description was not sufficient to enable you to identify the suspect. Provide a full physical description; include clothing, mode and direction of travel, weapons used, and property taken for the patrols setting up the block. It is the responsibility of patrols at the scene to determine the time lapse and the method of escape.

9.3.4. The elapsed time between the commission of the crime and its discovery will have a definite bearing on the value of a roadblock. Speed is essential; time lost obtaining information and establishing the block lessens the probability of apprehending the suspect. A lengthy delay allows a transient to get out of range or permits a local criminal to safely "hole up." Locate the block at a point beyond which the fugitive could travel in the interval between the commission of the crime and the block setup.

9.3.5. While planning the roadblock operation, the on-scene commander must take into account patrol capabilities and limitations imposed by number of personnel available. An area map with location of personnel pinpointed is necessary as well as reliable communications among units involved. Knowledge of terrain, highways, and intersections is a necessity. Roadblocks will often require use of flares, barricades, heavy firearms such as rifles and shotguns, foul weather gear, lights, and warning signs. Keep these items where you may quickly distribute them.

9.4. Roadblock Locations. Base selection of roadblock sites on best use of available manpower. Do not overlook or minimize escape routes. The best place for the blockade provides surprise, safety, and convenience in stopping vehicles. Although there is never any guarantee of safety when you stop an automobile, care in choosing the roadblock site can help reduce the risks.

9.4.1. Obstructions such as bridges and road construction projects help slow down and channel traffic. Other terrain features, such as hillsides and ditches, may offer protection. Although intersection locations may allow more space to operate, they also permit more avenues of escape and may complicate traffic control. Residential areas provide more opportunities for the fugitive to turn off without causing suspicion. Residential roadblocks create danger to the public. Choose a strategic location. Block the greater portion of the highway leaving only a narrow passage for traffic to pass through after the check.

9.4.2. Deploy individually and not in one group at a roadblock site. Grouping provides a single target for gunfire or for an oncoming car. Stop all traffic, investigate the car and occupant before permitting to pass. Avoid the temptation to wave familiar faces through a blockade. Stop every car and check thoroughly. Fugitives often hide in a car, forcing (kidnapping) the driver to take him/her through the roadblock.

9.4.3. If conditions warrant and enough personnel are available, station patrols at successive posts along the highway to take action if a fugitive opens fire or tries to run the first blockade. Placing patrols on both sides of the road is a dangerous practice as they may get in each other's line of fire. Determine cover positions for each patrol ahead of time in the event it becomes necessary to use them.

9.5. Manning Roadblocks. When manning a roadblock established to capture a fugitive, know the nature and seriousness of the crime. Have an accurate description of the vehicle and the wanted person. Know if there are any weapons involved, type, and the suspect's likelihood of using weapons or offering resistance. If possible, have the suspect's previous record relayed to you. This information will help you estimate the amount of force necessary in apprehending the person.

9.5.1. You need to know who is in command and at what intervals you are to contact the control point. Know how to provide relief. You must understand your authority to stop vehicles on the highway, the extent of the check, when to employ firearms, and the means to handle any vehicle refusing to obey your order to stop.

9.5.2. To check vehicles effectively and safely, assign patrols in sufficient numbers to the block points. A minimum of three patrols are necessary in areas of light traffic. One patrol will approach and check the car. The second patrol will provide back-up for the first patrol by scanning waiting or approaching vehicles. The third patrol, stationed some distance before the barricade, will note the action of any car turning off or around before reaching the check point. The third position is important since the possibility of spotting and avoiding the check neutralizes the block. If the terrain or highway construction prohibits an unnoticed turn-around, the third patrol may remain at the roadblock.

9.5.3. Uniformed security police should man blockades so they are easily identified when stopping vehicles and checking passengers. Police vehicles with prominently displayed warning lights and signs will lessen the possibility of misunderstanding. Many uninvolved people may be inconvenienced, so courtesy is extremely important in these stops.

9.6. Types Of Roadblocks. There are two basic types of roadblocks: The fixed roadblock and the circle system.

9.6.1. Fixed roadblocks are on one road controlling travel into and out of an area. Store equipment for fixed roadblocks at predetermined points. In remote areas, keep equipment at service stations, fire stations, or similar locations. Barricades of this type consist of strong, well-marked structures, augmented by blockade markers, flares and reflectors, warning signs, and may include strategic positioning of patrol cars on the roadway itself.

9.6.2. Circle System. This system is designed to completely contain a suspect in a given area. Block every possible avenue of escape. Stop all traffic and investigate each motorist thoroughly. Determine the location of blocking points by using the crime scene as the center and drawing a circle on a map. The radius of the circle is determined by time--the estimated time lapse from the commission of the

crime to the establishment of the roadblock. Dispatch some units to blocking points and others to patrol inside the circle.

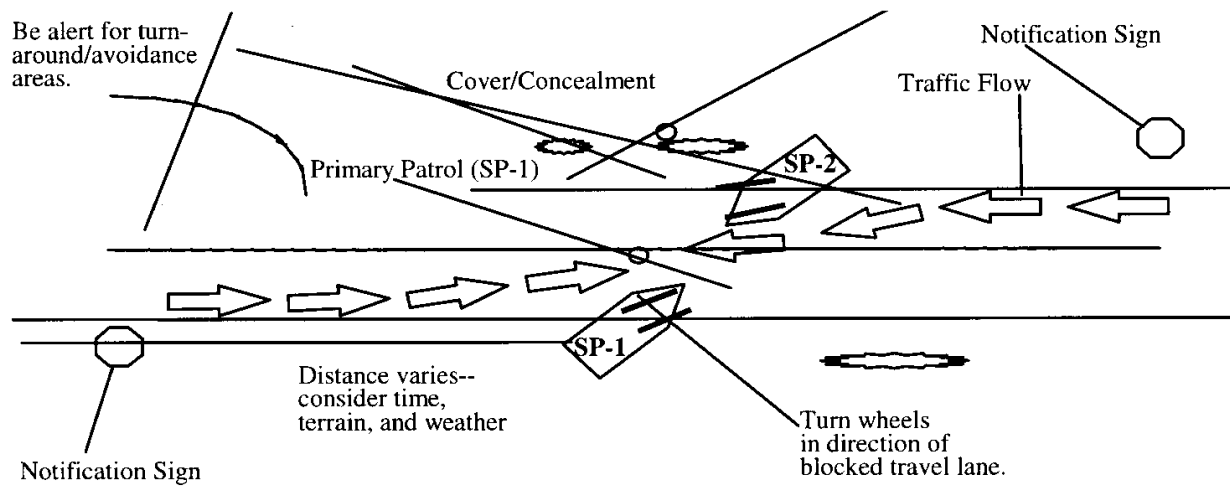
9.7. Blocking Techniques. The general position of the parked patrol vehicle is at a 45 degree angle to the traffic flow. In this position you can both observe and maintain mobility. Mobility is one of your assets in the situation. When an extensive check of vehicles would significantly bottleneck traffic, slow traffic to a speed that will enable you to check passing vehicles and occupants without bringing them to a complete stop. Also, terrain at some locations may prevent a complete stop.

9.7.1. Two-lane roadways. On a two-lane road, to stop traffic traveling only in one direction, park your vehicle at a 45 degree angle to the traffic flow, partially on the roadway, blocking the lane used by oncoming traffic. The normal speed of traffic on the highway will determine the placement of warning signs and devices. When you place signs ahead of the block, think about stopping distances (including the reaction and braking time). Also choose a strategic location so as to retain the element of surprise and reduce probability of a turn-around. Generally, place signs in the center of the roadway facing ongoing traffic. Make the sign's lettering large enough to read at a distance and illuminate in darkness.

9.7.2. Place a stop sign at the roadblock point. Use a regular highway stop sign. Flares, signs, obstructions, lights, properly positioned vehicles, and appropriate armaments will make the roadblock safer for you. At night, the patrol investigating stopped vehicles should stay off the road and out of oncoming headlights. Provide sufficient illumination from another light source for approaching motorists to easily recognize the police patrol. Once a car has stopped, approach it on the driver's side, from the left rear of the vehicle, same as executing a vehicle stop.

9.7.3. While you are checking the vehicle, a second patrol should take an overwatch position on the opposite side of the patrol car. Use the engine of the car as a shield and keeping the entire area covered. If a third patrol is present that patrol should take advantage of natural cover on the opposite side of the road. The third patrol must stay even with the blockading vehicle and out of the firing line of the second patrol.

Figure 9.1. Sample Roadblock.



**DURING NIGHT OPERATIONS ENSURE BLOCKADE IS WELL
ILLUMINATED OR KEEP PERSONNEL & VEHICLES
OFF THE ROAD!**

Chapter 10

INSTALLATION ENTRY CONTROL AND ENTRY POINT CHECKS

10.1. Installation Entry Control. Most Air Force bases are “closed” bases. Air Force entry control points provide positive control over access to these installations. Key elements that validate positive entry control include the installation entry controller, visitor reception center, and established entry procedures.

10.2. Installation Entry Controller. Installation entry controllers, commonly referred to as gate guards, are Air Force ambassadors in that they are the first point of contact with the public, who often judge the entire installation by their appearance and performance. Although normally assigned to the host security police squadron, the gate guard protects the entire installation as its first line of detection and defense against unwanted and illegal entry, ensuring only authorized and properly identified personnel enter the installation. It is for these reasons that most installation commanders establish a gate guard program. Proper management of this program requires recognition of the importance of the installation entry controller.

10.2.1. Key Qualifications. Gate guards serve an important role and function. While on duty and posted, they act as the first line of defense to the base. Equally important, they provide the first visual impression of the base as personnel enter. This emphasizes the critical requirement for the gate guard to look sharp while at the same time remaining vigilant to breaches of security. Additionally, gate guards are constantly alert to detect infractions such as individuals driving while impaired and other violations. Personnel performing duties as gate guards must know and display confidence in the enforcement of installation entry control procedures, detection of impaired drivers and application of approved sobriety tests, and local policies on suppressing theft and pilferage of government property through the execution of random vehicle inspections.

10.2.1.1. The installation entry controller must reflect the personal motivation, military bearing and appearance, professionalism, and positive attitude toward the public that exemplify the Air Force operating style and tradition. To perform their duties properly, gate guards should demonstrate a business like, yet courteous demeanor which depicts Air Force strength and dignity and prohibit loitering on post. Our gate guards must give sharp and professional military salutes and hand signals, no careless or half-hearted waving. Additionally, they should not eat, loiter, chew gum or tobacco, or smoke on post.

10.2.2. Selection and Training. The foundation for a successful installation entry control program is a solid screening, selection and training process. Consider only highly motivated, articulate individuals who display the right professional image for this high visibility position. Local policy will determine the mechanics of the selection process, however, factors such as ability to communicate with the public and professional composure remain key elements. Establish a training and knowledge enrichment program building on that normally received by law enforcement personnel. This training should include, but not limited to, courtesies, human relations and dealing with the public, dress and appearance, and comprehensive knowledge of the installation layout.

10.2.3. Uniforms and Equipment. The wear of the military uniform reflects the individuals pride and attitude towards the Air Force, the unit, and self. AFI 36-2903, *Dress and Appearance of Air Force Personnel*, and MAJCOM supplements provide for a distinctive uniform for gate guards which allows them to project a professional military image and provides for that “all important” first impression.

Wear standard issue web gear with the standard issue handgun. Functionally arrange other necessary items such as radio, handcuffs, etc., according to local policy.

10.3. Installation Entry Point Checks Defined. Per DoD 5200.8R *Physical Security Program*, May 1991, Air Force installation commanders have responsibility for protecting personnel and property under their jurisdiction and maintaining order on installations. A key part of that responsibility is the requirement to prescribe procedures for inspecting persons, their property and vehicles at entry and exit points of installations. The question of whether a vehicle examination is an inspection or a search ultimately rests on the decisions of the Court of Military Appeals. In this handbook, we avoid use of the term "inspection," substituting the term "installation entry point check." An installation entry point check is the examination of a vehicle without the foundation for a search. Installation commanders may direct or establish procedures for installation entry point checks of randomly selected vehicles entering or leaving an installation under their jurisdiction whether the owner or operator is military or civilian. These random checks are not based upon probable cause to believe the vehicle/pedestrian contains property subject to search, but are based on the commander's authority to protect the security of his/her installation, to protect government property and to prevent theft. The security police at the installation entry point are acting--not in their law enforcement capacity, but as sentinels safeguarding a military installation and protecting government property while preventing theft. In foreign countries, follow the provisions of international agreements.

10.3.1. To use results of installation entry point checks in military justice actions, it is essential that security police have no involvement in determining which vehicles to check. The installation commander or his designee as outlined in AFI 31-209, *The Air Force Resource Protection Program*, determine the selection of vehicles on a random basis. They may use an impersonal formula like every other vehicle, every tenth vehicle, every fifth passenger car, and every van and truck. The number and frequency of the vehicles checked does not affect their randomness. Thus, a check is random even if it includes every vehicle that enters or leaves the installation during a selected period. Do not use random checks as a subterfuge to check the vehicle of a particular suspect. Such action is illegal and may subject the involved security police to criminal penalties.

10.3.2. The rule against security police selecting vehicles to check does not preclude giving authority to installation entry controllers to discontinue checking (e.g., there is a serious traffic jam, an accident, or other circumstances which make continued checking unsafe or impractical).

10.4. Procedures for Installation Entry Point Vehicle Checks. Normally, at least two security police members are present to conduct entry point checks. Before starting an entry point check, instruct the driver to turn off the engine and direct all other occupants to exit the vehicle. When the passengers have exited, ask the driver to open the center console, glove compartment, and open the trunk and any other locked compartments.

10.4.1. All vehicles, ask the driver for permission to examine the vehicle and its contents. If permission is refused, advise the person in control of the vehicle that refusal to permit the examination may result in the loss of base driving privileges, revocation of base registration, barment from the base, or other action. If permission is still refused, take action, as appropriate, outlined below.

10.4.2. Vehicles Entering the Base. If under civilian control, ask the driver or owner for identification and advise all occupants that they cannot enter the base unless the vehicle is examined. Handle vehicles under the control of a military member in the same manner or, subject to applicable policies,

the vehicle may be examined using reasonable force, if necessary. A good rule of thumb is to consult your local, on call, staff judge advocate if you are in doubt as to the extent of force authorized.

10.4.3. **Vehicles Leaving the Base.** Document driver and vehicle identification for subsequent action. Make a walk-around examination of the vehicle. You may discover evidence to use as a foundation for a search (i.e., contraband or government property in plain view). If there is no probable cause for a search, but action is deemed necessary to protect operations, property, or ensure safety; then order the occupants to dismount and open locked compartments of the vehicle. Advise them that this order is based upon the authority of the installation commander. If this order is not complied with, take immediate steps to report the matter to the installation commander or to a senior officer delegated this authority. The commander or his/her designee will determine what option to use to open and examine the vehicle and its compartments.

10.4.4. If contraband is discovered during the course of examining a vehicle at an entry point check, immediately apprehend/detain the person involved. When civilians are detained, summon civilian police immediately, if applicable.

10.4.5. Entry point checks of persons and vehicles entering/exiting a military installation are allowed without permission in accordance with random procedures identified in paragraph 10.3. However, the long-range deterrent value of entry point checks, as well as security police community relations, dictates a general rule to apply the same policy to both military and civilians. Use of force to examine vehicles under either military or civilian control requires discretion in each instance to determine whether this action is warranted by the circumstances.

10.5. Installation Entry Point Checks of Pedestrians. The policies and procedures covering vehicles also apply to pedestrians entering or leaving the base. In view of the limited capability of pedestrians to conceal and transport property (when compared to vehicles) and the limited facilities for examination of persons at installation entry points, you may exclude pedestrian checks from entry point checks. However, if the local situation dictates, personnel may be subjected to these examinations. Unless probable cause exists for a search, limit checks to examination of hand-carried parcels and exterior garments removed from the individual. Always remember your safety when conducting entry point checks.

10.6. Military Working Dog Teams. Whenever possible, use military working dog teams to conduct installation entry point checks.

Chapter 11

VEHICLE SEARCHES

11.1. Defined. Conduct vehicle searches entering or exiting the base, separate from base entry/exit checks referred to in Chapter 10. A search is a law enforcement action based on probable cause. Probable cause is defined as evidence that would lead a reasonable person to believe the following to be true: (1) a specific offense has occurred, (2) a certain person committed the offense, and (3) the weapons, fruits, or instruments of the offense are in a specific place. For this chapter, probable cause will focus on a vehicle or a person in a vehicle that may have the means, proceeds, or profit of criminal activity. A search requires law enforcement personnel to follow precise, legal steps. The staff judge advocate can provide guidance on search issues. When occasions arise which call for a search, you should ask the driver courteously for permission (you are establishing consent) to search. Consent is preferred even if formal authorization to search is already at hand. If the subject will not voluntarily permit the search, request a search on formal authority from the installation commander. The installation commander has limited authority to delegate his/her power to authorize a search. As a security policeman, you need to know the local procedures for when and whom to contact for authority to search.

11.1.1. If you provide the installation commander with probable cause giving him/her a reason to believe government property is contained in the vehicle, he/she may authorize forcing open locked compartments. When circumstances permit, the installation commander should first consult with the staff judge advocate. In no case should you force open a locked compartment if the person in charge of the vehicle is able and willing to open it.

11.1.2. In foreign countries, subject to theater policies and applicable international agreements, commanders may adopt programs for the search of persons and vehicles entering and exiting installations without probable cause. These searches are authorized to prevent introduction of contraband and dangerous objects and materials to the installation and for protection of government property. They are limited to searches of persons, objects in their possession, and vehicles and their contents. Consult the staff judge advocate when adopting these programs.

11.2. Rationale for the Search. The reasonableness and thoroughness of a search is determined by the size of the object you are searching for (e.g., one could hide a bag of narcotics almost anywhere in a vehicle, but not a 27-inch television). If you state you are searching for a television, your search ends when you find one. Should you continue to search after you have found the object or look in illogical areas (e.g., the glove box for the TV), you are conducting an illegal search. Now your search has turned into what is commonly called a "fishing expedition" (i.e., you are looking for other things or simply trying to find contraband to justify your search). The results of an illegal search are inadmissible in court. Additionally, the judge will throw your case out, set the suspect free, and may charge you under the UCMJ.

11.3. The Simple Search. Once you have obtained permission to search, have all passengers exit the vehicle, have the driver open all compartments (e.g., center console, glove box, trunk), move the driver and passengers away from the vehicle, and begin a systematic search. Throughout this procedure remain cautious for weapons. Do not bounce around from one area of the vehicle to another without completely searching the first or preceding area. Consider this example when searching for handguns or other small items: have an assisting patrol start at the front of the vehicle and search counterclockwise, top to bottom around the outside/underside of the vehicle. Then, and only after completing the exterior, move to the interior. The same systematic process applies; top to bottom, front to rear. Check the headliner, dash,

front seat, rear seat, and in every place one could conceal the article. Treat the interior of the trunk as a third phase of your search, identical in process to the first two phases.

11.4. The Complete Search. An investigation for narcotics hidden in a vehicle is one situation requiring a complete search. Usually the OSI handles such a search. An effective complete search may require dismantling the vehicle. In this case, security police personnel are assigned to secure the scene until completion of the search.

Chapter 12

FUNDS ESCORT

12.1. Funds Escort Procedures. When a fund activity transports funds (i.e., to and from protection facilities or depositories), security police may furnish the fund activity an escort in accordance with local policy. Additional security police manning is not authorized for escort purposes, therefore, cooperation is essential between fund activity custodians and security police. The installation commander must ensure that movements of funds are scheduled and consolidated to the maximum extent possible. If commanders anticipate frequent or recurring fund escort requirements, they should consider using contract armored car services instead of security police.

12.2. Arming Escorts. The commander bases his/her decision to arm escorts based on the local criminal threat. Give specific consideration to the threat, time of day, route of travel, amount of funds, and backup response/MWD units available. Those personnel armed for the purpose of escorting funds, must comply with AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

12.3. Escorts And Fund Carriers. The Resource Protection Plan should establish procedures to detail the manner in which escorts and fund carriers operate both on and off base. These procedures should cover the positioning of the escort with relation to the fund carrier while in vehicles or on foot and the action(s) to take in the event of robbery.

12.4. Dollar Value Guidelines. The Resource Protection Executive Committee (RPEC) will establish the amount of funds, precious metals, jewels, or high cash value resources requiring escort within the following dollar guidelines:

12.4.1. Resources totaling less than \$25,000. Escort resources less than \$25,000 as prescribed by the RPEC. Make determination based on dollar amounts, resource availability, threat, geographic location, distance, and route of transport. Reflect RPEC guidance in the installation Resource Protection Plan.

12.4.2. Resources totaling \$25,000 or more. On base, resources of \$25,000 or more require armed owner/user or security police escort as determined by the RPEC. **NOTE:** Due to arming restrictions, do not use NAF civilian employees for armed escort. As security police, you should avoid conducting off base escorts as you have little jurisdiction. If off base shipments exceeding \$25,000 occur frequently, commanders should contract with an armored car service.

12.5. Escort Procedures. The RPEC in concert with the installation Chief of Security Police will establish government fund escort procedures. Formalize (document) these procedures in the Installation Resource Protection Program. Tailor the procedures to the local threat, but address the following topics in complete detail:

12.5.1. Fund Activity Process:

12.5.1.1. Frequent, daytime deposits to prevent large cash build-ups.

12.5.1.2. Vary deposit times.

12.5.1.3. Address fund storage limits.

12.5.1.4. Particularly address those activities that repeatedly exceed fund storage limits and routinely make deposits at closing as this type of steady routine creates an easy opportunity for theft.

12.5.1.5. Alternative procedures should security police be unable to provide the required escort (e.g., contract armored car service)

12.5.2. Fund courier procedures:

12.5.2.1. Establish identification and duress procedures with security police in advance of fund movement.

12.5.2.2. Drive a separate vehicle--vary route, time of day, and (if possible) approach to depository.

12.5.2.3. Understand security police role--security police do not:

12.5.2.3.1. Carry funds container

12.5.2.3.2. Provide transportation

12.5.2.3.3. Have access to funds

12.5.2.4. Establish procedures for off base movement of funds (coordinate with security police, civil law enforcement, off base depository)--RECOMMEND: armored car service.

12.5.3. Security police procedures:

12.5.3.1. Whenever possible augment high value escorts with a minimum of two armed patrols or one MWD patrol.

12.5.3.2. Mark escort vehicles units with all emergency equipment (lights, siren, PA system, land- mobile radio, spotlight). Use the following guidelines:

12.5.3.2.1. Obey traffic codes.

12.5.3.2.2. Use lightbar and siren only for emergencies.

12.5.3.2.3. Follow courier vehicle in a manner to preclude association with, stopped, or trapped together while maintaining constant visual observation (often this is nothing more than prudent vehicle separation for the posted speed limit)

12.5.4. Define communications procedures:

12.5.4.1. Coordinate escort itinerary (time and place of departure, route, destination, and estimated time of arrival) **off net--recommend in person with desk sergeant.**

12.5.4.2. Security checks (required at start, periodic, and upon successful completion of the deposit).

12.5.4.3. Duress alternatives.

12.5.4.4. Comm-out (loss of communications with a high value escort should result in anti-robbery initiation until status of escort can be determined).

12.5.5. Develop backup emergency response procedures.

12.5.6. Conduct periodic Resource Protection (RP) Survey.

12.5.6.1. Critically analyze physical security measures afforded depository (lighting, access/visibility, e/ingress routes, structure and surrounding structure suitability, cover and concealment locations).

12.5.6.2. Develop and coordinate compensatory measures for deficiencies up and down the chain (i.e., RP monitor to operations to element personnel and RP monitor to CSP to RPEC).

12.5.6.3. Elevate and send RP deficiencies promptly to RPEC.

12.5.7. Empower your patrols:

12.5.7.1. Encourage patrols to report deficiencies and recommend countermeasures.

12.5.7.2. Act on those recommendations.

12.5.7.3. Reward good ideas.

Chapter 13

BUILDING CHECKS

13.1. Overview. One of the security police responsibilities under the Resource Protection Program is to make security checks of buildings, repositories, and other areas. Conducting building checks is an excellent form of proactive crime prevention. Building checks offer:

13.1.1. Visibility of security police, on patrol, to the Air Force community.

13.1.2. A public relations opportunity to meet workers in their environment and provide them assurance that their professional property will be protected when they are away from their duty station.

13.1.3. Keeps vandals and would-be thieves at bay--uncertain as to when and where law enforcement patrols might arrive.

13.1.4. Provides law enforcement patrols an opportunity to learn building layouts, likely avenues of approach/escape, safe and efficient response routes. This benefit applies not only to non-duty hours, but will improve your response capabilities and enhance "officer safety" when answering calls for assistance during duty hours.

13.1.5. Some of the facilities you check house funds, weapons, munitions, classified material, and drugs. You may also have to check supply points and areas with high-theft or high-value equipment. Be familiar with the kind of work performed in each facility, potential hazards of stored materials (if any), and the exact location of resources in the building. Take time to learn as much as you can about the facility. Meet the building custodian and discuss his/her concerns--this information may be extremely valuable during an incident at the facility. Responding to a crime in progress is not the time to learn about a building.

13.2. Procedure. Each unit normally has a locally produced building check sheet that lists the facilities and areas security police check. On this check sheet, annotate the time you checked the structure and the results of your security check.

13.2.1. You may check the same buildings and areas each day, so it is important that you do not set a predictable pattern. Try approaching from a different direction each time, and do not check the same structures at the same time each day. If your routes and times are predictable, someone can easily avoid being caught in the act of breaking in or burglarizing. As you approach, be alert for suspicious vehicles or activity. Notify the desk sergeant when you arrive, before you start the security check, and once you have completed the check.

13.2.2. As you approach the building, try to stay out of well-lit areas and stay alert for suspicious activity. Fire escapes, roof tops, and buildings constructed off the ground on stilts provide a perfect hiding place for an intruder to gain access to a building. When conducting building checks, look for obvious signs of forced entry such as broken windows, pry marks, or open doors. Physically check all entrances to the building that you can reach. Try to open doors and windows (within reason) and turn door handles. For places not within your reach, look closely for signs of forced entry. When possible, also look inside the building through the windows. Again, try not to establish a routine or pattern for checking buildings--be unpredictable and you will increase your chances of catching someone in the act of breaking and entering.

13.2.3. If you find an open door, broken window, or any sign of forced entry, take cover immediately from a position where you can see the building. Once in a covered position, contact the law enforcement desk. Inform the desk sergeant of the incident, building number, your location, and any other important facts. The desk sergeant will dispatch backup patrols and contact the building custodian. Do not enter the building until backup patrols arrive. Once you have back-up, coordinate a plan of action with the on-scene patrols and the law enforcement desk. If available, use military working dog (MWD) teams to search and clear an unsecured building. Normally, security police do not enter the building until the building custodian is on the scene. Once the custodian arrives, security police search the building, apprehend any unauthorized persons, and remove them from the area. The building custodian checks to see whether theft or vandalism has taken place or someone merely forgot to secure the building on completion of the building search.

Chapter 14

DISASTER RESPONSE

14.1. Planning. Because of our mission, we cannot afford to wait until disaster strikes before we take action to protect resources and personnel. On the contrary, we must be able to cope with any situation that might occur. Your base Disaster Preparedness Operations Plan (Base OPLAN 32-1) outlines the operations and actions to cope with on and off-base emergencies and disasters. Normally, security police are the first to arrive at the scene of an accident. Therefore, it is important that you become familiar with the terms, duties and responsibilities associated with disaster preparedness.

14.1.1. Annexes. Each base OPLAN 32-1 will contain the following minimum annexes:

14.1.1.1. Annex A: Major Peacetime Accident.

14.1.1.2. Annex B: Natural Disaster.

14.1.1.3. Annex C: Enemy Attack.

14.1.1.4. Annex D: Distribution.

14.2. Scope of Responsibility. The Department of Defense (DoD) is responsible for major accidents involving DoD material or resulting from DoD activities. The installation nearest the scene of a major accident involving DoD resources responds to the accident.

14.2.1. Nuclear Weapons. For accidents involving nuclear weapons or their components, installations conform with the DoD policy to neither confirm nor deny the presence of nuclear weapons and components except in a crisis where certain designated authorities may release information. The two levels of response for a nuclear weapons accident are the initial response base (IRB) and the service response force (SRF).

14.2.1.1. Initial Response Base. The IRB is the nearest military installation, regardless of size, to an accident. The IRB:

14.2.1.1.1. Takes immediate emergency measures and provides a federal presence and humanitarian support.

14.2.1.1.2. Performs emergency operations to save lives, secure the site, safeguard classified materials, confirm or deny the presence of contamination, and contain the hazard.

14.2.1.1.3. Remains in charge until the SRF arrives, or when a non-DoD agency has custody, the agency response force relieves it.

14.2.1.1.4. Maintains a presence at the accident scene to support the SRF.

14.2.1.2. Service Response Force. The SRF assumes overall command and control at a nuclear weapon accident. It is a composite of military and civilian staff and other governmental agencies. An Air Force SRF manages and coordinates actions required to recover from an accident involving Air Force resources. When deployed, the Air Force SRF on-scene commander (OSC) is the Air Force executive agent and assumes command and control for the Chief of Staff of the Air Force.

14.3. Exercises. Air Force installations must conduct major accident, attack, and natural disaster response exercises. You can expect your installation to conduct a major accident response exercise at least once every calendar quarter. Anticipate scenarios developed around your installation OPLAN 32-1 and other emergency plans. The following is a sample of the types and frequency of exercises you can count on:

14.3.1. Conventional munitions at least once a year.

14.3.2. Chemical agents at least once a year if the installation stores, ships, or employs chemical agents or munitions.

14.3.3. Nuclear weapons at least once a year for all installations.

14.3.4. Hazardous material (HAZMAT) emergency response teams at least once a year.

14.4. Explanation of Terms. Some accident, disaster and incident scenes are classified as natural while others are man-made. The distinction between natural and man-made is of little help when disasters strike. More important is what can be done when they occur to alleviate their effects.

14.4.1. Man-Made Disasters. There are many types of man-made disasters. Some involve nuclear/chemical weapons, biological agents, components, or other hazardous materials. These cause extensive damage to federal and/or civil property, mass casualties, and may have a big impact on the USAF. For ease of learning we classify the following disaster and emergency situations as man-made:

14.4.1.1. Nuclear Weapons Mishaps. Accidents, incidents or deficiencies involving nuclear weapons may occur under a variety of conditions. The following flag words identify such mishaps:

14.4.1.1.1. Broken Arrow. Nuclear weapon accident.

14.4.1.1.2. Bent Spear. Nuclear weapon incident.

14.4.1.1.3. Dull Sword. Nuclear weapon deficiency.

14.4.1.1.4. Nucflash. Accidental or unauthorized launching of a nuclear weapon which could create the risk of war.

14.4.1.2. Non-nuclear Accident. An accident with non-nuclear weapons could result in a heavy loss of personnel, materials and facilities. This type of accident could seriously disrupt, restrict, or bring to a halt, operational activities for a period of time.

14.4.1.3. Accidents Involving Chemical Agents or Toxic Materials. Accidents involving chemical agents or other toxic materials can result in the contamination of extensive areas. This is particularly true of areas downwind from the accident. Disaster preparedness plans, therefore, contain procedures for evacuation of nonessential personnel from the area, and should provide for the use of protective equipment and clothing for response personnel entering the contaminated area.

14.4.1.4. Local Emergencies/Accidents. Local emergencies and/or accidents, on- or off-base, involving Air Force or other Department of Defense resources, could result in extensive damage to property and a large number of casualties. Aircraft crashes in populated areas, fires, explosions, accidents involving toxic fuels or chemical agents, or other hazardous items being transported on

public highways or in the hands of government contractors are examples of local emergencies or disasters that may require response by Air Force commanders. Disaster preparedness planning includes such measures as evacuation of nonessential personnel, on-base dispersal, and shelter for personnel.

14.5. Security Police Duties and Responsibilities. Generally, the actions taken to properly contend with accident, disaster and incident scenes consist of notification, response, withdrawal, response force actions, recovery, release of information or permission for photography, and circulation and/or crowd control.

14.5.1. Notification. This action is to inform personnel in the affected area, the Disaster Response Force (DRF), and higher headquarters of the severity of the situation. Notification of the DRF is made using your base's established notification system. Normally, this consists of the crash net that activates simultaneously at key locations on the base. Security police crash nets are usually located in central security control (CSC) and the law enforcement desk. Other means of notification could include the Attack Warning or Alert Signals system.

14.5.1.1. Attack Warning. This is a 3 to 5 minute wailing or wavering tone using on-base and local sirens. If whistles, horns, or other devices are used, a series of short blasts are sounded for the same period of time. This signal indicates that you must take immediate shelter or other protective action. Base officials repeat the signal as often as necessary to insure response by the base population.

14.5.1.2. Alert Signal for Peacetime Emergency. An alert signal is a 3 to 5 minute steady tone on sirens or other warning devices. The signal is used to alert you of imminent peacetime emergencies. When the signal is sounded you should monitor radio, TV, or base PA for additional instructions and information.

14.5.2. Response. This phase consists of immediate dispatch of disaster preparedness and security police personnel. It also includes all actions taken to respond, suppress, or contain and control the accident. It's important for you to remember that when an accident occurs on base, don't respond directly to the accident scene. Rather your primary responsibilities are to contain the emergency, secure the accident site, protect life, and establish the entry control point. Although CSC or the desk sergeant provides you information on wind direction and suggests an entry control point, the final determination is made by the on-scene commander. You advise the appropriate control center of the grid coordinates. Other disaster response force members and support teams report to the entry control point.

14.5.2.1. Security police respond off base with the initial response force and the follow on force. The follow on force responds to the entry control point and assists with establishing the accident control cordon.

14.5.3. Withdrawal. Withdrawal is used when forces engaged in suppressing the disaster are in imminent danger of being injured or killed by an explosion, release of toxic materials, collapse of a structure, etc. If no such danger exists, withdrawal may not be necessary. The authority to declare withdrawal rests with the fire chief.

14.5.3.1. The fire chief sounds vehicle-mounted sirens, horns, etc., and announces withdrawal over an available public address system. You assist in the withdrawal announcement by evacuating non-essential personnel from the accident area. Personnel depart the accident scene by the

fastest means and reach a position of safety before the expected explosion, release of toxic material, etc. At this point no one should be allowed to enter the disaster scene unless specifically authorized by the on-scene commander.

14.5.3.2. Withdrawal is usually made in an upwind or cross wind direction. If contamination is suspected, withdrawal vehicles should be abandoned close to, but inside the disaster cordon to prevent unnecessary spread of contamination. Personnel should take cover behind vehicles outside the cordon and face away from the accident area.

14.5.4. Disaster Response Force Actions. When notified of an accident and dispatched, the disaster response force must approach the site from an upwind direction. This is because the initial report might not be specific and could cause serious injury or death to the response force members.

14.5.4.1. Cordon. Regardless of its size, an on base cordon is established and controlled by the security police. Civil law enforcement agencies assist with enforcing the cordon during accidents off-base.

14.5.4.2. Making a Cordon. Normally, as one of the first responders, the senior fire fighter is designated as the on-scene commander until the arrival of the designated senior official. The two primary functions of the senior fire fighter are to determine the size of the disaster cordon and to establish an on-scene control point (OSCP). Evacuation distance and cordon size are based on the type of material involved in the incident. The senior fire fighter establishes the OSCP and the entry control point (ECP) outside the disaster cordon, either upwind or cross wind of the accident site. The senior fire fighter continually reassesses the cordon size and locations of the ECP and OSCP based on weather conditions and recovery operations.

14.5.4.3. In each security police vehicle you should find a base grid map, grease pencil, and round disks cut to correspond to the various cordon sizes. Use the disk to mark the boundary of the cordon on the base map. Security police are responsible for securing all avenues of approach to the boundary of the cordon. To support this critical function, security police post personnel at all entry and exit routes that lead to the accident site. Direct anyone who wants to go in to the entry control point. **Permit persons evacuating the cordon to leave the area by any route.** You should provide evacuating persons designated safe (upwind) landmarks to move towards. Assist them in getting medical attention should the need arise.

14.5.4.4. Every accident scene must be cordoned and the area inside the cordon evacuated. This is done to protect personnel, equipment, and classified matter. It also provides freedom of movement for the disaster response force. As mentioned, the boundary of an accident cordon varies with the components involved in the accident and the need to protect people.

14.5.4.5. Establish an Entry Control Point. The ECP is initially located upwind on the perimeter of the cordon. Locate this point within a 90 degree arch on either side of the current surface wind. Choose the exact location within the arch to provide an unobstructed view of the accident site, and protective cover from blast and flying debris. Mark the ECP with signs and/or flags for easy visibility. Additionally, notify the LED/CSC of the grid coordinates for the ECP so that this information can be passed on to other responding units.

14.5.4.6. As the cordon guards are posted, tell all non-essential in the area to evacuate. Direct responsibility for evacuation rests with each individual and supervisor within the cordon. If you are working as a member of the cordon or as an ECP guard and the withdrawal is sounded, you must take cover, because there is imminent danger. As stated already, for off-base accidents, the

same action would apply, but civil police would have jurisdiction. You would notify civil police and they would take appropriate action.

14.5.5. Recovery. Recovery is a complex, time consuming operation. Experience has shown a complete recovery from a major accident may require anywhere from one week to several months to complete. Recovery involves the evaluation of causes at the scene, care of the injured, decontamination, protection of classified material, removal of explosives by explosive ordinance

personnel (EOD), and cost estimates of damage. During this phase, security police need to consider and are responsible for the following:

14.5.5.1. Area to be secured; decrease the cordon as the accident site is cleared.

14.5.5.2. Entry procedures; obtain an entry authority list if needed.

14.5.5.3. Special post; safeguard classified materials, relieve cordon duty sentries, etc.

14.5.5.4. Personnel protective clothing if needed.

14.5.5.5. Equipment and supplies needed.

14.5.5.6. Relations with the media; insure all media requests for information are referred the public affairs representative. Remember, the installation commander or public affairs officer is responsible for releasing information to the news media. Do not express a personal opinion to the media.

14.5.6. After accident actions. After an on/off base accident, the following actions are of major importance:

14.5.6.1. Rescue the injured.

14.5.6.2. Prevent further injury and loss of life.

14.5.6.3. Protect property and investigative data from loss or damage.

14.5.6.4. Safeguard classified information.

Chapter 15

CUSTOMS OPERATIONS

15.1. General Customs Law. All personnel, whether military or civilian, when traveling on civilian aircraft must comply with customs laws. Upon entry into and departure from the United States, personnel on military aircraft must, by law, comply with the border clearance requirements of the various federal agencies. Federal officials perform border clearance functions at foreign clearance bases in the United States. However, US Air Force personnel may perform customs functions at special foreign clearance bases where specifically authorized by HQ USAF. The US Customs Service has authorized DoD customs inspectors (referred to as Military Customs Inspectors--MCIs) to assist US Customs officials at regular foreign clearance bases. Local agreements with the appropriate regional commissioner of customs govern duties of MCIs at regular foreign clearance bases.

15.2. Border Clearance. Objectives of the Air Force border clearance program include:

- 15.2.1. Ensure compliance with all entry and departure laws and regulations of the US Government border clearance agencies and foreign governments.
- 15.2.2. Prevent smuggling of narcotics, dangerous drugs, and other contraband on DoD and DoD-controlled aircraft and transportation channels.
- 15.2.3. Perform customs and anti-smuggling inspections and examinations according to instructions in applicable publications.

15.3. Customs Duties and Responsibilities. Your installation may have a mission that involves customs operations. If you are tasked, you must have an understanding of the background, terms, and inspection procedures for customs duty within the Air Force. On installations, the installation Chief of Transportation oversees the customs, border clearance, and anti-smuggling programs. Within the Air Force, the OPR for customs duties is logistics (LGT). LGT has developed a number of AFI's that detail specific duties and responsibilities by theater of operation. Your Chief of Security Police will ensure commensurate customs training is available, if required. Coordinate with OSI on customs investigations or suspected anti-smuggling violations. These documents provide the basis of the information you may need; specifically:

- 15.3.1. AFI 24-401, *Customs--Europe*
- 15.3.2. AFI 24-402, *Customs--Pacific*
- 15.3.3. AFI 24-403, *Customs--Southern*
- 15.3.4. AFI 24-404, *Customs--Domestic*
- 15.3.5. AFI 24-405, *USAF Foreign Clearance Guide (FCG)*.

15.4. Training and Appointment. To perform MCI duties requires proper training. The US Customs Service and such other border clearance agencies are available to conduct periodic classes to train Air Force personnel as MCIs.

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Director of Security Forces

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

Article 7b, Uniform Code of Military Justice
Internal Security Act of 1950 (50 U.S.C. 797)
Title 18, United States Code, Section 1382
AFMAN 10-206, *Operational Reporting*
AFI 10-217, *The Resource Augmentation Duty (READY) Program*
AFMAN 10-401, *USAF Operation Planning Process*
AFI 10-404, *Base Support Planning*
AFPD 31-2, *Law Enforcement*
AFI 31-101, Vol. 1, *The Physical Security Program*
AFI 31-201, *Security Police Standards and Procedures*
AFI 31-204, *Air Force Motor Vehicle Traffic Supervision*
AFI 31-207, *Arming and Use of Force by Air Force Personnel*
AFI 31-401, *Information Security Program Regulation*
AFI 31-701, *Program Protection Planning*
AFH 31-1012, *Handbook for Intrusion Detection Equipment*
AFI 32-4001, *Disaster Preparedness Planning and Operations*
AFI 32-4004, *Emergency Response Operations*
AFI 36-2225, *Security Police Training and Quality Control Programs*
AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*
AFI 36-2903, *Dress and Personal Appearance of Personnel*
AFI 37-138, *Records Disposition -- Procedures and Responsibilities*
DoD 5200.8-R, *Physical Security Program, May 1991*

Abbreviations and Acronyms

AECS—Advanced Entry Control System
AFB—Air Force Base
AFI—Air Force Instruction
AFMC—Air Force Materiel Command
AFOSC—Air Force Operations Support Center

AFOSI—Air Force Office of Special Investigations
AFPD—Air Force Policy Directive
AFR—Air Force Regulation
AFRES—Air Force Reserves
AFS—Air Force Station
AFSPA—Air Force Security Police Agency
AFVA—Air Force Visual Aid
AMC—Air Mobility Command
AS—Air Station
CINC—Commander in Chief
CONUS—Continental United States
CSC—Central Security Control
CSP—Chief of Security Police
DAF—Department of the Air Force
DoD—Department of Defense
DoDD—DoD Directive
DoE—Department of Energy
EAL—Entry Authority List
EC—Entry Controller
ECP—Entry Control Point
ENL—Enlisted
EOD—Explosive Ordnance Disposal
FCC—Federal Communications Commission
IDS—Intrusion Detection Systems
IG—Inspector General
IRPP—Installation Resource Protection Plan
ISC—Installation Security Council
ISP—Installation Security Plan
JA—Judge Advocate
LED—Law Enforcement Desk
LMR—Land Mobile Radio
MAJCOM—Major Command

Minimize—A condition when message traffic has been restricted to a location.

OCONUS—Outside Continental United States

OI—Operating Instruction

OPLAN—Operation Plan

OPR—Office of Primary Responsibility

OSI—Office of Special Investigations

PDO—Publications Distribution Office

POV—Privately Owned Vehicle

RAB—Restricted Area Badge

SP—Security Police

SSN—Social Security Number

STD—Standard

THREATCON—Threat Condition

U.S.C.—United States Code

WCP—Wing Command Post

WSC—Wing Security Control

Attachment 2

MODEL EMERGENCY DRIVING POLICY

A2.1. General (Non-Pursuit Situations) . The primary concern in emergency driving situations is protection of lives and safety of all citizens and security police personnel. During emergency driving situations, security police personnel will operate their vehicles with extreme caution and in compliance with *AFR 125-14, Motor Vehicle Operation, (Projected to be AFI 31-204, Air Force Motor Vehicle Traffic Supervision)* which requires activating the emergency light bar and siren. Driving under emergency conditions does not relieve the vehicle operator from the duty to drive with due regard for safety of all persons, nor will these provisions protect the driver from consequences of his disregard for safety of others.

A2.2. Emergency Driving Defined . Emergency driving is operation of an authorized emergency vehicle (emergency lights and siren in operation) by security police personnel in response to a life threatening situation or a violent crime in progress, using due regard for others safety. **NOTE:** Drivers should not engage their emergency flashers in an emergency status as it will make turn signals inoperative.

A2.3. Emergency Driving Conditions . The decision to drive under emergency conditions rests with each individual, based on the following conditions:

A2.3.1. When deciding to initiate or continue driving under emergency conditions, security police vehicle operators will consider such factors as traffic volume, time of day, and potential hazard or liability to themselves and the public.

A2.3.2. Make emergency responses only when the call involves a life threatening situation or a violent crime in progress.

A2.3.3. Justification to drive under emergency conditions requires availability of sufficient information.

A2.3.4. Security police personnel responding to an "officer needs assistance" type call must bear in mind that even though a rapid response is important, they must arrive at the scene safely.

A2.4. Deciding to Make an Emergency Response . All personnel, when making an emergency response, will immediately notify the desk sergeant of such a decision by using the term "Code Three." This will indicate use of emergency lights and siren. The element leader (or above) will override the vehicle operator's decision to make an emergency (Code Three) response if, in his/her judgment, it is not warranted or safe. Additionally:

A2.4.1. Security police personnel will not operate a police vehicle in emergency (Code Three) status if it is occupied by any passengers other than security police.

A2.4.2. Security police vehicles without emergency lights and siren will not make emergency (Code Three) responses.

Attachment 3

PHONETIC ALPHABET (FORMAT: LETTER/NUMBER - WORD - PRONUNCIATION)

A - ALPHA - ALFAH
B - BRAVO - BAH VOW
C - CHARLIE - CHAR LEE
D - DELTA - DELL TA
E - ECHO - EKE O
F - FOX-TROT - FOKS TROT
G - GOLF - GOLF
H - HOTEL - HO TELL
I - INDIA - IN DEE AH
J - JULIET - JEW LEE ETT
K - KILO - KEY LOW
L - LIMA - LEE MA
M - MIKE - MIKE
N - NOVEMBER - NO VEM BURR
O - OSCAR - OSS CAH
P - PAPA - PAH PAH
Q - QUEBEC - KEY BECK
R - ROMEO - ROW MEO
S - SIERRA - SEE AIR RAH
T - TANGO - TANG GO
U - UNIFORM - YOU NEE FORM
V - VICTOR - VIC TORE
W - WHISKEY - WISS KEY
X - XRAY - ECKS RAY
Y - YANKEE - YANG KEY
Z - ZULU - ZOO LEW
1 - ONE - WUN
2 - TWO - TOO
3 - THREE - TREE
4 - FOUR - FOW - er

5 - FIVE - FIFE
6 - SIX - SIX
7 - SEVEN - SEV -en
8 - EIGHT - AIT
9 - NINE - NIN - er
10 - TEN - TIN
11 - ELEVEN - E LAV - en
12 - TWELVE - TWELL
13 - THIRTEEN - THIRD TEEN
14 - FOURTEEN - FOR TEEN
15 - FIFTEEN - FIFT TEEN
16 - SIXTEEN - SIX TEEN
17 - SEVENTEEN - SEV - en TEEN
18 - EIGHTEEN - AIT TEEN
19 - NINETEEN - NIN TEEN
20 - TWENTY - TWIN TEE
30 - THIRTY - THIRD TEE
40 - FORTY - FOUR TEE
50 - FIFTY - FIFE TEE
60 - SIXTY - SIX TEE
70 - SEVENTY - SEV EN TEE
80 - EIGHTY - AIT TEE
90 - NINETY - NIN TEE
100 - HUNDRED - HUN DRED
1000 - THOUSAND - THAL SUN
1,000,000 - MILLION - MIL YEN

Attachment 4

PROCEDURE WORDS (PROWORDS)

A4.1. Procedure Words (Prowords).

PROWORDS	MEANING
ACKNOWLEDGE	Let me know you received and understood this message.
AFFIRMATIVE	Yes; permission granted; or that is correct.
ALL AFTER	Everything which follows.
ALL BEFORE	Everything which precedes.
*BREAK	Indicates the separation of text from other message portions.
*CANCEL	Cancel my transmission (identify transmission). <i>NOTE:</i> This PROWORD does not have the same meaning as “DISREGARD.”
DISREGARD	This transmission is in error -- disregard it. <i>NOTE:</i> Don’t use this PROWORD to cancel completely transmitted messages.
GO AHEAD	Proceed with your message.
I READ BACK	The following is my response to your instructions to read back.
I SAY AGAIN	I am reporting the transmission or portion indicated.
I SPELL	I shall spell the word phonetically.
MESSAGE FOL- LOWS	A message which requires recording is about to follow. Transmitted immediately after the call.
NEGATIVE	No; permission is not granted; or that is not correct.
OUT	This is the end of my transmission to you and no answer is required or expected. <i>NOTE:</i> This PROWORD is always preceded by the user’s call sign.
*OVER	This is the end of my transmission and a response is necessary. Go ahead and transmit your response. <i>NOTE:</i> This PROWORD is normally used only in tactical communications.
*READ BACK	Repeat all of the specified part of this message back to me exactly as received.
RELAY TO (OR FOR)	Transmit this message to all addressees or to the address designation immediately following this PROWORD.
ROGER	I have received your last transmission satisfactorily.
SAY AGAIN	Repeat all or the following part of your last transmission.
*SILENCE	Cease transmission immediately. Maintain silence until instructed to resume. <i>NOTE:</i> Only a net control station may impose “silence.”
*SILENCE LIFTED	Resume normal radio transmissions. <i>NOTE:</i> Only a net control station or higher authority may terminate “silence.”
STAND BY	Wait for further instructions or information.

THAT IS CORRECT		You are correct or what you have transmitted is correct.
THIS IS		The transmission is from whose call sign immediately follows.
UNKNOWN	STA-	The call sign I am attempting to contact is unknown. Previously
TION		known as "last calling."
VERIFY		Confirm entire message (or portion indicated) with the sender. If original message (or portion indicated) is incorrect, send correct version.
*WAIT		I must pause for a few seconds.
*WORD AFTER		The word after.
*WORD BEFORE		The word before.
* For tactical radio transmissions only.		